

LANDLORD INSPECTION GUIDE



› SPECIFICS

Each dwelling unit must have a minimum of a living room, kitchen area, bathroom, and one living/sleeping room for every two family members.

The bathroom must have a flush toilet, fixed sink, and a tub or shower with hot and cold water, an operable window with screen or a fan vented to the outside, and a ceiling or wall type permanent light fixture.

The kitchen must have a fully operational stove or range, a refrigerator, a sink with hot and cold water, space for storage, preparation, and serving of food, facilities for sanitary disposal of food wastes, a ceiling or wall type light fixture, and one outlet.

The living/sleeping room(s) must have two outlets or one permanent light fixture and one outlet, as well as an operable window large enough to be used as an emergency exit.

Ceiling, walls, floors, windows must be in good condition. There cannot be any large cracks or peeling and/or chipped paint or plaster. Windows must open and close, cannot have cracked, broken or missing panes, and if accessible from the outside, must be lockable.

Porches, balconies, decks that are more than 30 inches above ground must have a rail 36 inches high. All stairs (interior or exterior) with four or more steps including the landing must have a handrail.

Smoke detector(s) must be present and functioning outside each sleeping area and on each level of the dwelling unit regardless of whether there are bedrooms on the level.

Carbon monoxide detector(s) must be present and functioning within 10 feet of each sleeping area. They must be installed per manufacturer's guidelines.

The site and neighborhood must be free from conditions that could endanger the health, life, and/or safety of residents. The unit must be free of insect or rodent infestation.

All surfaces must be free of cracking, scaling, peeling, chipping, and loose paint; or be properly treated or covered to prevent the exposure of residents to lead based paint hazards.

INSPECTION PURPOSE

Our Housing Authority conducts inspections to ensure that assisted units meet Housing Quality Standards (HQS). It ensures that people moving into your rental unit are safe.

The federal HQS specify that each unit meet basic performance requirements relating to:

- Smoke detectors
- Sanitary facilities
- Food preparation and storage space
- Space and security
- Heating system and ventilation
- Illumination and electricity
- Structure and materials
- Interior air quality
- Water supply
- Lead-based paint
- Access
- Site and neighborhood
- Sanitary condition

COMMON FAIL ITEMS

- ✘ Missing or nonfunctioning smoke detectors and carbon monoxide detectors
- ✘ Cracked and/or broken window panes
- ✘ Missing or damaged window screens
- ✘ Peeling and/or chipping exterior and interior paint
- ✘ Burner on kitchen stove/range not operating as designed
- ✘ Leaking faucets or plumbing
- ✘ Inoperable bathroom fan
- ✘ Carpet and vinyl conditions create tripping hazards
- ✘ Missing handrail for 4 or more steps
- ✘ Loose, missing, or cracked outlet or light switch plates
- ✘ Garbage disposals not operating or missing flanges
- ✘ Missing globes on light fixtures or missing bulbs
- ✘ Broken toilet seats
- ✘ Missing tiles in bath, slow drains, or mold
- ✘ Emergency back-up lights failure



› IMPORTANT

If the unit was built before 1978 and the tenant has children under the age of six (6), no defective or peeling paint surfaces are allowed on either the interior or exterior of the building.

If the unit has chipped or peeling paint, it must be addressed using “lead-safe work practices.” After the owner provides documentation a certified provider has addressed the issue, a third-party testing lab will conduct a lead paint test on paint samples collected by their inspector. A clearance test is not required if you provide documentation your property has been tested by an independent, certified testing laboratory and found free of lead-based paint. The lead paint test results must be below federal clearance guidelines for the unit to pass inspection. Contact the Housing Authority for additional information about this option.