

# Housing Quality Standards Self-Inspection Checklist

Major Areas of Unit		Questions to Ask	Yes Or No	Repairs Needed
Mechanical Items	Electricity	1. Do all fixtures and outlets work (at least 2 outlets/room or one outlet and one light fixture/room)		
		2. Is there lighting in the common hallways and porches		
		3. Are all outlets, light switches and fuse boxes properly covered with no cracks or breaks in the cover plates/doors		
		4. Are light/electrical fixtures securely fastened without any hanging or exposed wires		
		5. Have you arranged for all utilities to be on the day of the inspection		
		6. Missing or damaged light bulbs		
		7. Is there loose or broken lights, ceiling fans, outlets, switches, cover plates		
	HVAC	8. Is there adequate heat and air cooling in all living spaces		
		9. Is the heating and air conditioning unit working properly		
		10. Are there dirty or missing air filters		
Interior of Unit	Bathroom	11. Is toilet securely fastened with no leaks or gaps Does it flush properly		
		12. Sink – Is there hot and cold running water, proper drainage, proper water pressure and no leaks		
		13. Bathtub/shower –Is there hot and cold running water, proper drainage, proper water pressure and no leaks		
		14. Is bathroom vented with either an exterior window or exhaust fan		
	Kitchen	15. Sink – Is there hot and cold running water, proper drainage and no leaks		
		16. Is refrigerator/freezer large enough for the family occupying the unit		
		17. Are all appliances in proper working order: Refrigerator, dishwasher, stove, stove hood, garbage disposal		
		18. Are all elements/burners working on the stove Are all stove knobs present and legible		
		19. Is there space for food preparation and storage		
		20. Are cabinet doors securely fastened		
	Wall Condition	21. Are walls free of air and moisture leaks Large holes and cracks		
	Ceiling Condition	22. Are ceilings free of air and moisture leaks Large holes and cracks		
	Floor Condition	23. Are floors free of weak spots or missing floorboards		
		24. Is there exposed tack stripping		
		25. Is the carpet/flooring sanitary		
26. Are floors free of tripping hazards from loose flooring or buckling carpets, are tiles free of cracks/broken tile				
Exterior/Interior Doors	27. There is no air filtration around exterior doors			
	28. All interior doors free of holes			
	29. Are all doors securely hung			
	30. Is there free and clear access to all exits			

Common Areas	Security	31. Are there deadbolt locks on entry doors to the unit Do they open with a key from the outside and a knob/latch from the inside	
		32. Are entrance and exit solid core doors	
		33. Do first floor window and those opening to a stairway, fire escape or landing have locks	
	Health and Safety	34. Is there at least one battery-operated CO detector present and functioning within 15 feet of every room used for sleeping and every source of carbon monoxide, including furnaces and boilers	
		35. Is there a working smoke detector on each level of the unit Is it installed to manufacturers guide	
		36. Is unit free of any evidence of insect or rodent infestation including but not limited to roaches, fleas, mice, rats and bed bugs.	
		37. Is unit free of any evidence of mold like substance or mildew Check window sills, walls, ceilings, under all sinks	
	Water Heater	38. There are NO owner items being store on the property, ie. Cars, RV's tools, etc.	
		39. Discharge line missing/ or have an upward pitch	
		40. Is there a pressure relief valve	
	Windows	41. Is the discharge line proper material	
		42. Do windows open, close and lock properly	
		43. Is there at least one exterior window in each bedroom and in the living room	
		44. Do windows open and remain open without assistance	
		45. Are all windows free of defects, cracks or broken panes	
	Exterior Stairways	46. Is roof free of leaks	
		47. Are gutters firmly attached	
		48. Are exterior surfaces in a condition to prevent moisture leakage and rodent infestation	
		49. Is chimney secure Is flue tightly sealed with no gaps	
		50. Is foundation sound	
		51. Are yards maintained Are there tree limbs laying on roofs	
		52. Are fences/gates secure, stable and free of protruding nails and broken boards	
		53. Are sidewalks free of tripping hazards	
		54. Are all handrails properly secured	
		55. Is a handrail present when there are 4 or more consecutive steps	
56. Are stairs free of any loose, broken or missing steps			
57. Are stairways free of any tripping hazards			
58. Are there proper exit signs			
59. Are there secure railings on porches, balconies and landing 30" high or higher			
60. Is unit free of debris inside and outside of unit			
61. INTERIOR AND EXTERIOR of units rented to families with children under the age of six: is unit free of any chipping, peeling, flaking, chalking or cracking painted surfaces, including windows, window sills, door frames, walls, ceilings, porches, garages, fences or play equipment			
62. Is there fencing around the perimeter of swimming pools			
63. Steps that have 4 or more risers must have a handrail			
64. Is the elevator certification current			
65. (Required every three years for multi-unit buildings)			

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**Disclaimer:** The criteria listed above is provided as a generalized checklist to determine if a unit is rent ready for Housing Choice Voucher Program Participants. This checklist is to be used as guide only as other items not listed may cause the unit to fail an HQS inspection. In addition, all city, county and state codes must be followed. For multi-unit properties and cooperatives, common areas are the responsibility of the Property Owner/Manager.

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