

Housing Choice Voucher Program

INSPECTIONS CHECKLIST			
1. All rooms	Location	Issue	Recommendation
A) Bathrooms must have at least one fixated light fixture.			
B) Are there any exposed wire splices? All splices must be contained in a junction box with cover.			
C) Does each outlet and light switch have a cover plate free of damage and equipped with all screws?			
D) Do all windows open and close easily? Windows must stay open in all positions without the use of props. All hardware must be in place, in good condition and function properly.			
E) All exterior doors must be weather tight around every side.			
F) Ceiling must be structurally sound.			
G) All doors must have striker plates. All exterior doors must have solid door jambs where door locks and striker plates are located.			
H) Are there any signs of water damage on the walls, floor, ceiling, doors, or windows?			
I) Walls must be free of damage. (Holes, cracks, loose material)			
J) Dwelling must be 100% free and clear of any peeling, chipping, or worn paint or stained surfaces.			
K) Floors must be free of cut and trip hazards. Finished floorings must be in good condition.			
L) Closet doors must be hung properly, and floor guides must be in place if equipped.			
M) Floor must be structurally sound.			

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2. Kitchen	Location	Issue	Recommendation
A) Stove must function properly. All parts provided by manufacturer must be in place. Markers must be legible.			
B) Refrigerator must be able to provide adequate cooling for refrigerator and freezer. Seals must be in place and free of damage.			
C) Refrigerator must have all parts in place that are provided by manufacturer.			
D) Must be adequate space for food storage, and preparation space according to family size.			
E) Sink must provide hot and cold water. Knobs need to be properly labeled.			
F) Check to ensure there are no plumbing leaks.			
G) Water must drain properly. Drain must have a proper trap in place to prevent sewer gas from escaping.			
H) Garbage disposals must have wire clamps in place and function properly.			
3. Bathroom	Location	Issue	Recommendation
A) Toilet must operate properly and needs to be secured to the floor.			
B) Ensure there are no leaks.			
C) Any bathroom area equipped with a toilet must have a ventilation fan or openable window with screen.			
D) Properly seal all holes or gaps around plumbing.			
E) Ensure all plumbing fixtures are secured.			

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F) All mechanical plumbing parts including pop-up stoppers, diverters, and strainers must be functional. Tubs must have a stopper.			
G) Toilet tank and base must be free of cracks, damage, or cut hazards.			
H) Ensure flooring is structurally sound around toilets and tubs.			
4. Bedroom	Location	Issue	Recommendation
A) There must be a functioning window with a screen on an exterior wall.			
B) The bedroom must have 2 properly wired outlets or 1 properly wired outlet along with a fixated light fixture.			
C) You cannot count a bedroom if one must pass through a bedroom to get to another bedroom.			
5. Heating and Cooling	Locations	Issue	Recommendation
A) Heating unit must be able to produce a minimum dwelling temperature of 68 degrees to all rooms used for living. (Directly or indirectly)			
B) Ensure furnace filter is clean.			
C) Gas fired mechanicals that are in closets must be properly vented.			
D) Window or wall AC units must be properly installed and have appropriate power hook up and supply.			
E) All vents and ductwork must be in good condition. Gaps in ductwork must be sealed to prevent heating and cooling loss. (Cannot exceed ½ inch)			

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F) Any tape or wrapping around ductwork must be secured to ductwork. Tape or wrap must be specifically designed for that ductwork.			
G) Asbestos based products should be properly removed using safe practices or encapsulated.			
6. Ventilation	Location	Issue	Recommendation
A) Vent pipes must be directed in a positive direction and all joints must have at least 3 screws. All seams must be tight enough to prevent harmful gases from escaping.			
B) Chimney cleanout cap should fit securely. Cleanout needs to be free of debris.			
C) Chimney and flue must be in good condition. Cracks, missing mortar, missing brick or blocks must be properly repaired.			
7. Electrical	Location	Issue	Recommendation
A) Electrical panel cannot have any open slots and or knockouts and wire clamps must be in place.			
B) 3 prong outlets must be grounded. If outlet cannot be grounded it can be replaced with a 2-prong outlet or blank cover to ensure the electrical requirements are met within the room.			
C) Any openings in junction/electrical containing boxes must be sealed.			
8. Water heater	Location	Issue	Recommendation
A) The water heater must be free from leaks.			

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B) Water heater must be equipped with a pressure relief valve or temperature relief valve and discharge line. Discharge lines must be approximately 4"- 6" from floor.			
C) Cannot store combustible items near a gas fired appliance.			
D) Proper wire size and breaker must be used for an electric water heater.			
9. Additional requirements	Location	Issue	Recommendation
A) Each level of the dwelling must have a functioning smoke detector. Carbon Monoxide detectors are recommended but not required.			
B) Smoke detectors in basements need to be mounted to ceilings or bottom of floor joists. It is good practice to have the smoke detector installed near the stairway.			
C) Ceiling mounted smoke detectors cannot be closer than 4" to a wall. Wall mounted cannot be further than 12" from ceiling.			
D) Unit must be free from pests, insects, rodents, and vermin. Units may require treatment from a licensed exterminator.			
E) Dwelling must be free of foul odors. Unit must be safe, decent, and sanitary.			
F) Garbage and debris must be absent from the premises. (Interior and Exterior)			
G) Stairwells must be free from loose, broken, missing steps, spindles, railings. (Interior and Exterior)			
H) If the unit has a sprinkler system, fire extinguishers, or an elevator you must present a current certification.			

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I) If unit is equipped with exit signs, flood lights they must be in working condition. Emergency exits must be accessible and in good condition.			
10. Exterior	Location	Issue	Recommendation
A) Handrails must be in place around porches, balconies, walkways that are above 30”.			
B) Detached buildings or garages must be safe and free of damage.			
C) Ensure there are no openings around the exterior that would allow pests or vermin to enter.			
D) All structures on the property must be free of peeling, chipping, or worn paint surfaces.			
E) Foundation must be structurally sound and free of holes or gaps.			
F) No unregistered vehicles shall be parked on the property.			
G) Sidewalks, driveways, walkways must be free from trip hazards. (Approximately ¾”)			
H) Electric service cable, mast head, and meter must be free of deterioration.			
I) Tree limbs need trimmed away from service lines and dwelling.			
J) Overgrown shrubs, grass, bushes and foliage needs to be maintained.			
K) Any outside electrical wiring to outlets or fixtures must be enclosed in conduit and weather covers.			
L) All exterior vents must have an openable vent hood free from debris. Vents must be able to prevent pest entry.			



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M) All gutters and downspouts must be free of damage. System must be able to properly discharge water from roof.			
N) All structures on the property (Garages, sheds, etc.) will also be inspected even if the structures are not part of the rental agreement.			
O) If the structure was built prior to 1978 and there is a family with a child under the age of 6 a lead test may be required. If peeling, chipping, or worn paint is noted during the inspection, and it exceeds the De Minimis Levels set forth by the EPA, a test will be required by a licensed company or agency.			

This checklist is simply an aid for property preparation for an inspection. This checklist does not guarantee that a unit will pass the inspection process the first time. Inspectors do a non-intrusive visual inspection of the property and grounds. If there are any issues or questions with the inspection or inspection process, please contact your inspector at cmha.inspections@housing.systems or the office at 833-378-2220.

Sincerely,
Housing Assistance Supervisor