

INSPECTION CHECKLIST

The unit where rental assistance will be provided is required to pass a Housing Quality Standards (HQS) inspection before payments will be made. A failed inspection will delay the start of payments or endanger the continuation of payments. Please use this checklist to make sure the unit will pass the inspection. If the unit passes the HQS inspection on the first appointment, it may qualify for a biennial inspection (every two years). Units that fail an inspection will be inspected the following year. Some rental assistance programs require annual inspections and are not eligible for biennial inspections.

The Housing Authority will inspect the following ten (10) areas for Housing Quality Standards (HQS) compliance:

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|--------------------------|--------------------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | Living Room | <input type="checkbox"/> | Building Exterior |
| <input type="checkbox"/> | Kitchen | <input type="checkbox"/> | Heating and Plumbing |
| <input type="checkbox"/> | Bathroom(s) | <input type="checkbox"/> | General Health and Safety |
| <input type="checkbox"/> | Bedrooms/Other Rooms Used for Living | <input type="checkbox"/> | Garage |
| <input type="checkbox"/> | Secondary Rooms | <input type="checkbox"/> | Outbuildings |

The following is a listing of the conditions that must be verified by the Housing Inspector:

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|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | All major utilities (electricity, gas, or water) must be turned on. | <input type="checkbox"/> | There must be no missing, broken or badly cracked windows/window panes. |
| <input type="checkbox"/> | The cooking stove and oven must be clean and in working condition. All burner control knobs must be present and functional. | <input type="checkbox"/> | The roof must not leak. |
| <input type="checkbox"/> | The refrigerator must be clean and in working condition. The door seals must be functional. | <input type="checkbox"/> | The hot water tank for the unit must have a pressure relief valve, a downward discharge pipe, and be supported and strapped to prevent movement during an earthquake. PVC pipe is not approved. |
| <input type="checkbox"/> | The heating unit must be properly installed and vented and otherwise in good working order. Check with SDG&E to ensure the safety of the heating system. The heater must be operational at the time of inspection. | <input type="checkbox"/> | The carpet or linoleum must not have holes, tears, or loose seams. |
| <input type="checkbox"/> | There must be hot and cold running water in the kitchen and bathroom(s). | <input type="checkbox"/> | Stairs and railings, inside and out, must be secure. A stairway of four or more stairs requires a railing. |
| <input type="checkbox"/> | There must be a shower or bathtub that is in good working condition. | <input type="checkbox"/> | Security bars in any bedroom must have a quick release device. |
| <input type="checkbox"/> | There must be a flush toilet that works and does not leak. | <input type="checkbox"/> | There can be no rodent or insect infestation. |
| <input type="checkbox"/> | The bathroom must have a window or working ventilation fan. | <input type="checkbox"/> | There must be a properly operating smoke detector and carbon monoxide detector on every level of the unit. |
| <input type="checkbox"/> | There should be no plumbing leaks or plugged drains. The garbage disposal, if present, must have a properly installed strain relief clamp. | <input type="checkbox"/> | There must be no cracking, chipping, scaling, or loose paint anywhere inside or outside of the unit, especially if a child under the age of six resides or is expected to reside in the unit. |
| <input type="checkbox"/> | All accessible outside doors and windows must have working locks. | <input type="checkbox"/> | There must be no excessive debris in or around the unit, such as an accumulation of boxes, paper, trash, wood, tires, machine or auto parts, batteries, paint cans, or old appliances. Derelict vehicles must be removed from the premises. |
| <input type="checkbox"/> | The unit must have at least one exit door without a double-keyed deadbolt lock. | | |
| <input type="checkbox"/> | All electrical outlets must have cover plates that are not cracked or broken. All three-prong outlets must be grounded or GFCI protected. No exposed light sockets missing bulbs. | | |

For more detailed inspection standard information, read the HUD publication, "A Good Place to Live," in the Landlord Information section of the Housing Authority website at www.sdhcd.org.