

# Landlord Checklist

## HOUSING QUALITY STANDARDS

Housing units under the Housing Choice Voucher Program (formerly called Section 8) must be in safe decent, and sanitary condition. Each unit must pass our field representative's inspection before we approve the unit for Section 8 assistance. You should review the requirements indicated below before you send a Request for Tenancy approval and the related papers. Make sure the unit conforms to these standards, or that the landlord can and will make necessary repair or alterations. All plumbing, electrical, heating and other mechanical systems must be in proper operating condition.

<b>ALL ROOMS</b>	<b>OK</b>	<b>NEEDS REPAIRS</b>
A. Are there at least two working outlets or one working outlet and one light fixture?		
B. Is there any exposed wiring (other than low voltage doorbell, etc)?		
C. Does each outlet and light switch have a cover plate and work properly?		
D. Do all windows open and close properly?		
E. Do any windows need putty?		
F. Are the doors leading to the exterior properly weather stripped?		
G. Is the ceiling structurally sound?		
H. Are there any leaks in ceiling, walls, or windows?		
I. Are there any holes in ceiling or walls?		
J. Is there crumbling plaster or peeling paint on window and door frames, walls, or ceilings?		
K. Is there peeling paint between interior and exterior windows?		
L. Are the floors structurally sound?		
M. Do the floors have any tripping hazards, such as torn linoleum or carpeting?		
N. Are the closet doors hung properly so that they do not fall?		
<b>KITCHEN</b>		
A. Does the stove have all knobs intact and do all burners and the oven operate properly?		
B. Does the refrigerator and freezer cool properly?		
C. Is there adequate space to store and prepare food?		
D. Does the sink provide hot and cold running water?		
Are there any leaks?		
Does the water drain properly?		
<b>BATHROOM</b>		
A. Does the toilet operate properly?		
Are there any leaks?		
B. Does the sink provide hot and cold running water?		
Is there enough water pressure?		
Are there any leaks ?		
Does the water drain properly?		
C. Does the tub or shower provide hot and cold running water?		
Are there any leaks?		
Is there ventilation provided by a window located on an exterior wall or an exhaust fan?		
<b>BEDROOM</b>		
A. Does it have a window located on an exterior wall?		

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<u>Housing Quality Standards (continued)</u>	OK	NEEDS REPAIRS
<b>HEATING EQUIPMENT</b>		
A. Is the heating equipment capable of providing adequate heat to all rooms used for living?	_____	_____
B. Is the unit free from unvented fuel-burning space heaters or any other unsafe heating condition?	_____	_____
C. If the furnance is in a closet, are the doors vented?	_____	_____
<b>HOT WATER HEATER</b>		
A. Does the hot water heater or pipes have leaks?	_____	_____
B. Does the pressure release valve discharge pipe extend to approximately 6 inches?	_____	_____
<b>ADDITIONAL REQUIREMENTS</b>		
A. Are all entrances and exit doors made of solid material with adequate locks for security?	_____	_____
B. Is there a working smoke detector on each level of the dwelling?	_____	_____
C. Is the unit free of rodents and insects?	_____	_____
D. Is the unit free from heavy accumulations of garbage and debris inside and outside?	_____	_____
E. Are there adequate covered facilities for the disposal of garbage?	_____	_____
F. Where there are four or more stairs inside or outside of the unit, is there a handrail?	_____	_____
G. Are the stairs free from loose, broken or missing steps?	_____	_____
G. Are the stairs in the unit and the common areas free from tripping hazards? (torn carpeting, etc.)	_____	_____
G. Is the unit free from air pollutants? (Mold sewer, gas, etc.)	_____	_____
<b>PORCHES</b>		
A. Are enclosed porches free from exposed wiring?	_____	_____
B. Do windows lock?	_____	_____
C. Are the floors and walls structurally sound and safe?	_____	_____
D. Are there any holes , leaks and chipping paint?	_____	_____
E. Is there crumbling cement?	_____	_____
<b>ELEVATORS</b>		
A. Have the elevators been inspected on a regular basis?	_____	_____
<b>EXTERIOR OF UNIT</b>		
A. Is there any peeling paint on the outside of the unit?	_____	_____
B. Is the foundation sound and free of hazard?	_____	_____
C. Are there any holes in the exterior?	_____	_____
D. Are the sidewalks free from tripping hazards?	_____	_____