

Inspection Summary Checklist

HOUSING QUALITY STANDARDS



The Housing Choice Voucher (HCV) Program provides decent, safe, and sanitary housing at an affordable cost to low-income families. Please note this is a general reference guide and does not include all of the inspection requirements. We invite you to use it as a guide when preparing rental units for tenancy and inspections.

Units must meet Housing Quality Standards (HQS) performance requirements both at initial inspection and throughout the assisted tenancy. ***Inspectors focus on eight areas during inspection.***

- Living Room
- Kitchen
- Bathroom
- Other Rooms Used for Living and Halls
- All Secondary Rooms
- Building Exterior
- Heating and Plumbing
- General Health and Safety

At a minimum, a unit must have a living room, kitchen area and bathroom to qualify for assistance under the HCV Program. The unit must also have one bedroom or living/sleeping room for every two persons.

Modifications made to a unit due to a disability must meet all applicable HQS and building codes.

ACCESS

- Private access to the unit must be provided.
- Unblocked alternate exit out of the building in case of a fire must be available.

SECURITY

- All windows and doors accessible from the outside must be lockable. All windows 6 feet or less from the ground must be lockable.
- Windows and door locks must be secure and operable.
- Exterior doors must have secure hinges, operable locking mechanism, striker plate, and door frame with no signs of weakness or damage.

LIVING ROOM/BEDROOM

Electrical Requirements

- At least two working outlets or one working outlet and one permanently installed ceiling or wall light fixture.

Windows

- Living/bedrooms must have a window.
- Each window should open unless it is not designed to open (skylights, bay window, picture window).
- Windows should be free of signs of severe deterioration.
- Windows must be reasonably weather tight to protect from outside elements.
- Windows must be free from broken or missing panes.



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HUD website.

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EXTERIOR

- Exterior walls should be free of hazards that would allow for the infiltration of air and vermin.
- Foundation must be free of cracks and damage.
- Secure decks, stairs, railings, roof, chimney, gutters, drains, and flashing.
- Handrails required with 4 or more steps, attached or detached.
- Railings are required on porches, balconies, and landings that are 30 inches from the ground.
- Roof must be structurally sound with no buckling, sagging, or leaks.
- Trash bins/dumpster must be available.
- Exterior outlets must have covers designed for exterior use. They must be grounded.
- Exterior light fixtures must have bulbs and globes if designed for bulbs.
- Unattached buildings will be inspected unless padlocked by the owner.

HEATING AND PLUMBING

- Heating systems must be permanently installed and free of hazards that expose the family to the potential for fire or exhaust fumes.
- System must provide adequate heat.
- Fuel burning devices must be vented.
- Unit must be served by an appropriate public or private water supply.
- Plumbing must be free from leaks or corrosion that would contaminate drinking water.

KITCHEN

Electrical Requirements

- At least one working outlet and one working permanently installed light fixture.

Stove / Oven

- Oven and stove installed with all burners working and all knobs present.
- Oven door opens, closes, and seals.
- Ovens must include one shelf.
- Baking and broiling elements must work on electric ovens.
- Handle must be secure.
- Stove must be level.

Sink

- Sink must be permanently attached with hot and cold running water.
- No leaks in pipes or faucets.
- Must have a properly connected drain with a gas trap.

Refrigerator

- Refrigerator and freezer must maintain a temperature low enough that food does not spoil over a reasonable period of time.
- Door gasket must be in good condition.
- Handle must be secure.
- One shelf is required in the refrigerator.

UTILITIES

- All utilities must be turned on and operational at the time of the inspection.

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CEILINGS / WALLS / FLOORS

- Ceilings, walls, and floors must be structurally sound and weather tight. They must not have damage that allows drafts to enter the unit.
- No signs of severe bulging, buckling, major cracks, holes, or missing parts.
- Ceilings must not be falling or in danger of falling or include loose surface material.
- Floors must be free from trip hazards and must be in a finished state (no plywood, raw wood, or unsealed concrete).

INTERIOR HAZARDS

- The unit must be free of tripping hazards such as cords on top of floor coverings.
- Interior doors must be operable and free of damage.
- Exterior doors must have secure hinges, operable locking mechanism, striker plate, and door frame with no signs of weakness or damage.

SECONDARY ROOMS

- Closets, pantries, laundry rooms, and unfinished basements are inspected with the same criteria as other rooms.

MANUFACTURED HOMES

- Must pass same inspection criteria as any house or apartment.
- Must be securely anchored by approved tie-down devices.

BATHROOM

- One permanent ceiling / wall light fixture present and working.
- Permanently installed sink with hot and cold running water.
- Sink, tub/shower must be connected to an approved water supply with an operating drain and include a gas trap.
- Toilets must flush properly with no leaks or blockages. Toilets must be secured to the floor and wall.
- Bathrooms must have proper ventilation with an operable window or a working ventilation system that leads to the outside.
- Bathtub, toilet, tile, walls, floors, vanity, mirrors, medicine cabinet, and sink must be clean with no rust or mildew.

DEFECTIVE PAINT

- When a child under the age of 6 lives in a unit built before 1978, surfaces will be assessed for defects and the presence of lead based paint.

SITE AND NEIGHBORHOOD

- The site around the unit must be free from hazards including damaged sidewalks, broken glass, nails, sink holes, overgrown grass and trees.
- Fences, gates, and sheds must be free from damage.

PESTS

- Roaches, bedbugs and rats will cause a unit to fail.

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WATER HEATERS

- Hot water heaters must have a pressure relief valve and discharge line manufactured with approved plumbing material.
- Discharge line must terminate no more than 6 inches off the floor, ground, waste receptor, or floor drain.
- Water heaters must be free from leaks, corrosion, and exposed wires.
- Gas water heaters must vent to the exterior.

ELECTRICAL HAZARDS

The unit must be free of electrical hazards that could be dangerous to residents, including

- Missing, damaged, cracked, broken, or insecure outlets and light switch cover plates.
- Exposed wires and fuse box connections.
- Missing knockout plugs in junction boxes.
- Missing or broken light bulbs.

Additional Requirements

- 3-prong outlets must be grounded.
- Open sockets must be readily accessible to tenants.

SMOKE / CARBON MONOXIDE DETECTOR

Smoke Detector

- Working smoke detector required on each level of the unit and outside each sleeping area in the immediate vicinity of bedrooms, including basements, but excluding crawl spaces.
- An approved alarm must be present in units occupied by individuals with hearing impairment.

Carbon Monoxide Detector

- Required if the unit has fossil fuel burning appliances, fireplace, or an attached garage.
- Carbon monoxide detection shall be installed in units outside of each separate sleeping area in the immediate vicinity of the bedrooms.
- Where a fuel-burning appliance is located within a bedroom or its attached bathroom, carbon monoxide detection shall be installed within the bedroom.
- A carbon monoxide detector shall be provided in an approved location near an enclosed garage.

CONTACT US WITH QUESTIONS

Working together, we can help ensure rental units pass inspection the first time. Please contact us with any questions regarding Housing Quality Standards.

Kenneth Love, Field Operations Manager
(405) 419-8268 or

Quinton Germany, Field Operations Supervisor
(405) 419-8230



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