A Pre-HQS Property Inspection Checklist to Help You Get It Right the First Time!

For any housing unit to be approved for occupancy by a tenant receiving HUD Section 8 rental assistance, its condition must be what established housing quality standards describe as “decent, safe and sanitary.”

That’s why we created this convenient PRE-HQS INSPECTION CHECKLIST to help you determine how close your property already is to meeting these standards and allow you to MAKE ANY NECESSARY REPAIRS BEFORE YOUR INSPECTION.

Even though we’re not able to conduct this pre-review with you, taking advantage of the opportunity to prepare in advance will greatly improve the chances that your property will pass the first time.

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**Electrical**

1. There are at least 2 working double electrical outlets OR 1 double electric outlet and 1 permanently-mounted working light fixture in the living room.
   - Yes [ ]
   - No [ ]

2. There is at least 1 working double electrical outlet and 1 permanently-mounted working light fixture in the kitchen.
   - Yes [ ]
   - No [ ]

3. There is at least 1 permanently-mounted working light fixture in the bathroom.
   - Yes [ ]
   - No [ ]

4. There are at least 2 working double electrical outlets OR 1 double electrical outlet and 1 permanently-mounted working light fixture in every bedroom.
   - Yes [ ]
   - No [ ]

5. The unit and all shared spaces are free from any electrical hazards such as: broken, non-insulated or frayed wiring; improper types of wiring, connections or insulation; wires lying in or located near standing water or other unsafe places; light fixtures hanging from electric wiring without firm support or fixture; cover plates missing from switches or outlets; badly cracked outlets; exposed fuse box connections; overloaded circuits evidenced by frequently “blown” fuses.
   - Yes [ ]
   - No [ ]

6. The unit and all shared spaces are free from electric outlets that are located where water might splash or collect.
   - Yes [ ]
   - No [ ]

**Security**

7. All windows and doors that are accessible from the outside have a properly-working lock.
   - Yes [ ]
   - No [ ]

8. The unit can be entered without going through another unit.
   - Yes [ ]
   - No [ ]

9. The building has an alternative way for tenants to exit in case of fire which meets state regulations.
   - Yes [ ]
   - No [ ]

**Ceilings**

14. All ceilings are sound and free from hazardous defects such as severe bulging or buckling; large holes; missing parts; or loose surface materials that are falling or in danger of falling.
   - Yes [ ]
   - No [ ]

**Paint**

15. In units built prior to 1978, if a child younger than 6 years old lives there or is expected to live there, all surfaces are free from damaged or deteriorated paint. (This includes any paint that is peeling, chipping, cracking, chalking or in any way coming loose from the surface it’s applied to.)
   - Yes [ ]
   - No [ ]

**Walls and Floors**

12. The walls are sound and free from hazardous defects such as severe buckling, bulging or leaning; damaged or loose structural members; large holes; or air filtration.
   - Yes [ ]
   - No [ ]

13. The floors are sound and free from hazardous defects such as severe buckling; major movement under walking stress; or damaged or missing parts.
   - Yes [ ]
   - No [ ]

**Windows**

10. The living room of the unit has at least 1 window.
   - Yes [ ]
   - No [ ]

11. All windows are free of signs of severe deterioration or missing or broken panes.
   - Yes [ ]
   - No [ ]

**Kitchen**

16. The unit has both an oven and a stove with a full set of working burners and knobs for turning them on and off. (A microwave may be substituted for a tenant-supplied oven and stove.)
   - Yes [ ]
   - No [ ]

17. The unit contains a refrigerator that works and maintains a temperature low enough so that food does not spoil over a reasonable period of time.
   - Yes [ ]
   - No [ ]

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BELMONT
Housing Resources for WNY

Central: 195 Main Street at Dodge • Buffalo Southtowns: 174 Main Street • Hamburg Northtowns: 33 Spruce Street • North Tonawanda

716-884-7791 • TDD711
or call 800-836-0335 • toll-free in Erie County

www.belmontshelter.org
Kitchen (continued)
18. The kitchen contains a permanently attached working sink with both hot and cold running water and a properly-connected working drain with a gas trap, and space to store, prepare and serve food.

Bathroom
19. The unit contains a toilet in proper working condition available for the exclusive use of the unit’s occupants.

20. There is a permanently installed working bathroom sink with both hot and cold running water and a properly-connected working drain with a gas trap.

21. The unit has either a working bathtub or shower with both hot and cold running water and a properly-connected working drain with a gas trap.

22. The bathroom has either at least 1 openable window or a working vent system.

Bedrooms
23. All of the bedrooms in the unit have at least 1 window.

Smoke Detectors
24. Each level of the unit, including the basement and attic, is equipped with a working smoke detector.

25. If any of the unit’s residents are hearing impaired, the smoke detection system also produces a visual alert that can be seen in their sleeping areas.

Heating and Plumbing (continued)
26. The heating system for the unit is capable of providing enough heat to insure that the tenants will have a healthy environment.

27. The unit is free from all types of unsafe heating conditions, such as unvented fuel-burning space heaters; potential for fire; improper connection of flues allowing exhaust gases to enter the living area; absence of safety devices; improper use of equipment; and combustible materials near a heat source or flue.

28. The unit has adequate ventilation and cooling by means of either openable windows or a working cooling system.

29. Water heaters are located, equipped and installed in a safe manner, including the presence of a pressure relief valve and discharge line.

30. The unit is served by an approved public or private sanitary water supply.

31. The plumbing is free from major leaks or corrosion causing serious, persistent levels of rust contaminating the drinking water.

32. The plumbing is connected to an acceptable public or private disposal system and is free from sewer back-up.

Building Exterior (continued)
33. The building’s foundation is sound and free from hazards such as potential for structural collapse or other conditions which allow significant entry of ground water.

34. All stairs, rails and porches are sound and free from hazards such as severe structural defects; or broken, missing or rotting steps.

35. All stairways with 4 or more consecutive steps have a handrail; and all porches or balconies 30° or more above the ground have a secure rail.

36. All exterior surfaces are free from hazards such as serious buckling or sagging; large holes or other defects that would result in significant infiltration.

Also Be Sure That...
37. The chimney is sound and free from hazards such as leaning or significant disintegration.

38. The roof, gutters and downspouts are sound and free from hazards such as serious buckling or sagging; large holes or other defects that would permit significant infiltration.

39. Manufactured homes are properly placed and securely anchored by a tiedown device.

40. The unit is free from heavy accumulations of garbage or other debris inside and outside and has adequate covered facilities for the temporary storage and disposal of food wastes.

41. The unit is free from severe infestation by rodents, insects or other vermin.

42. The interior stairs and shared hallways are free from hazards like loose, broken or missing steps or railings and inadequate lighting.

43. All elevators have current, valid inspection certificates.

44. The unit is free from abnormally high levels of air pollution from vehicular exhaust, sewer gas, fuel gas, dust or other pollutants.