

Housing Quality Standards (HQS) Inspection Checklist for Landlords

This checklist is a tool for owners to prepare their units for an HQS Inspection. The checklist highlights some of the common violations found during unit inspections. The items on this checklist must be in working order or completed prior to the HQS Inspection.

- Utilities must be turned on
- No chipping/peeling paint inside or outside the unit if the home was built before 1978 and a child under 6 years of age resides in the unit
- Interior common areas must be free from significant holes, clutter and damage
- Stove and Refrigerator must be clean, secured and in good working condition
- Heating system must be permanently installed and working properly
- Hot and Cold running water in the kitchen and bathroom(s)
- There must be a shower or bathtub that works
- There must be a flush toilet that works, does not leak and is securely mounted
- Bathroom(s) must have either an outside window or an exhaust fan vented to the outside
- There must not be any plugged drains or plumbing leaks
- All plumbing fixtures must have a gas trap/P trap/drum trap to prevent sewer gas from entering the unit
- The hot water tank must have a temperature pressure relief valve with downward discharge pipe made of galvanized steel or copper tubing that is between six (6) to eight (8) inches from the floor or directed outside the unit
- Windows cannot be missing, broken or cracked and all sliding glass doors must have a lock
- All ground floor windows and exterior doors must open and close as designed and have working locks
- Each living space must have two means of fire egress (door & window)
- The unit must be free from roaches, rodents and/or any other infestations
- All electrical outlets/switches must have cover plates and be in good working condition
- All ground fault circuit interrupters (GFCIs) must work properly
- All junction boxes are covered and there are no missing knockouts
- The roof must not leak. Indications of a leak are discolorations or stains in the ceiling
- The floor covering cannot be torn or have holes that can cause someone to trip
- Three (3) or more risers on stairs must have handrails (interior or exterior) and stairs and railings must be secure
- Walk offs or porches thirty (30) inches above grade must have guard rails
- Exterior foundation and siding must be intact and have structural integrity
- Chimney must be intact and have structural integrity and all flues must be free of holes and properly sealed at the chimney
- Exterior must be free from garbage and debris
- There must be working smoke detectors properly mounted on each level of the unit including the basement, walk-up attics and enclosed porches, consistent with the local Fire Department regulations
- Buildings with any fossil fuel must have carbon monoxide detectors on each floor, including basement & within 10 feet of each bedroom