

Housing Choice Voucher (HCV) Annual Inspection Checklist for Landlords. Every unit in the Housing Choice Voucher Program (HCVP) must pass a Housing Quality Standards (HQS) inspection.

The checklist below is a tool for owners/landlords to prepare their unit for an HQS inspection. This checklist gives some of the **Common** violations found in an inspection. The items on this checklist must be working or completed prior to the HQS inspection.

- ☐ The unit must be empty/vacant, and free and clear of all furnishings and debris.
- ☐ There must be working smoke detectors properly mounted on each level of the unit including the basement and attics.
- ☐ All construction/rehabilitation (painting, carpet replacement, etc.) must be completed.
- ☐ The entire unit must be in a clean and sanitary condition.
- ☐ Utilities (water, gas, electric) must be turned on for the completion of the inspection.
- ☐ No chipping or peeling paint, cracks, holes, or loose plaster inside or outside the unit.
- ☐ Interior and exterior wood surfaces must be properly painted and kept intact.
- ☐ There must be a permanently installed working heating system.
- ☐ The hot water heater tank must have a temperature pressure relief valve with downward discharge pipe made of galvanized steel or copper tubing that is between six inches to eight inches from the floor or directed outside the unit (no PVC). CPVC is acceptable.
- ☐ There must not be any plumbing leaks.
- ☐ All plumbing fixtures must have P-traps to prevent sewer gas from leaking into the unit.
- ☐ The floor covering cannot be torn or have holes that can cause someone to trip. Carpets if installed shall be clean.
- ☐ All electrical outlets/switches must have cover plates and be in good working condition.
- ☐ All ground fault circuit interrupters (GFCIs) must work properly.
- ☐ All ground floor windows, and exterior doors shall open and close as designed and must have working locks.
- ☐ All security bars and windows must have a quick release mechanism.

- ☐ All sliding glass doors must have a lock or security bar on the door that works.
- ☐ Each living space must have two means of fire egress (door & window)
- ☐ Windows and doors shall be weather tight with no cracks to prevent wind, air or rain penetration.
- ☐ No room which contains a furnace, open flame heating unit without proper ventilation.
- ☐ Stove must be clean and in working order and secured.
- ☐ Refrigerator must be clean and be in working order with a good door seal.
- ☐ Hot and cold running water in the kitchen and bathroom(s).
- ☐ There must be a shower or bathtub that works.
- ☐ There must be a working toilet that is securely mounted and does not leak.
- ☐ The bathroom must have either an outside window or an exhaust fan vented to the outside.
- ☐ There must not be any plugged drains. Inside or out.
- ☐ The roof must not leak. Signs of a leak are discolorations or stains on the ceiling.
- ☐ All common hallways, walkways, and parking areas shall be free of cracks and tripping hazards and have proper lighting.
- ☐ If there are stairs and railings, they must be secure.
- ☐ Four or more exterior stairs must have handrails.

Please contact the Eureka Housing Authority Inspector for any questions you may have at
707-443-4583 x213