



Redevelopment Authority
of Prince George's County



HOUSING INVESTMENT TRUST FUND
PRINCE GEORGE'S COUNTY PURCHASE ASSISTANCE PROGRAM (PGCPAP)
How to Request HQS Inspection

STEP I

**Applicant (Loan officer/Realtor/Buyer) must request a HQS Inspection with American Property Consultants, Inc.
Request Property Inspection at www.HUDPASS.com**

STEP II

Under Inspections, click PGCPAP Program

Scroll down, Click Full Inspection, add to your shopping cart the full inspection for \$139.00

Put the buyer name and address for the property for inspection

Follow the instructions to proceed to the next step for payment

STEP III

Make a payment by VISA or MasterCard

Wait for proof/receipt by e-mail and following instructions for HQS Inspection Form

STEP IV

**Submit required Request Form and Checklist (attached) by e-mail or fax to:
pgcpap.apc@gmail.com or fax to: 410-586-1963
American Property Consultant, Inc.**

STEP V

Make sure APC can gain access to the property and, make sure that utilities are turned on,

Make sure that the correct access contact is on Request Form

STEP VI

SUBMIT PROOF OF INITIAL INSPECTION WITH APPLICATION TO PGCPAP

AMERICAN PROPERTY CONSULTANTS, INC.

A Full Service Inspection & Energy Rating Company



5901 Hillside Road/P.O. Box 98
Saint Leonard, Maryland 20685-0098
Web Page : www.hudpass.com

PGCPAP HOUSING INVESTMENT TRUST FUND First Time Home Buyer Assistance

PRINCE GEORGE'S COUNTY GOVERNMENT REDEVELOPMENT AUTHORITY
9200 Basil Court, Suite 504 Largo, MD 20774

Housing Quality Standard (HQS) Inspection Request

ALL UTILITIES MUST BE TURNED ON FOR THE INSPECTION

If during the inspection it is found that a utility is NOT operable and the inspection CAN NOT be completed the full inspection fee will be charged and must be paid again before rescheduling will occur.

By submitting this form and payment, we are requesting a HQS Inspection for the subject property below. We understand that this request does not constitute an application for the **PGCPAP HOUSING INVESTMENT TRUST FUND** funds is not a guarantee that the borrower is approved for funds.

We also understand that no funds will be reserved for this borrower or the address as a result of this request. We understand the borrower must also obtain a home inspection.

**Property Address
to Be Inspected**

**First Available
Date**

Month : _____ **Date :** _____ **Year :** _____

**Contact Person
For Scheduling**

Name : _____

Téléphone # : _____

Email : _____

Buyer / Applicant

Name : _____

Téléphone # : _____

Email : _____

Submit the following items to : pgcpap.apc@gmail.com or via fax at (410) 586-1234.

- 1) This document fully filled out, including date unit available & correct contact person.
- 2) Verified Move-in Inspection Checklist reviewed and signed
- 3) Payment for inspection through our website : www.hudpass.com/pgcpap

Once the inspection is scheduled under no circumstances will refunds be issued.

By checking this box, I state that the information provided on this form is accurate and I have read and understand the terms of the PGCPAP.

Buyer/Applicant Signature: _____

Date: _____



**PGCPAP
HOUSING INVESTMENT TRUST FUND
HQS Move-in Inspection Checklist**



Buyer/Applicant Name: _____

Property Address: _____

As part of the application process for the **PGCPAP – HOUSING INVESTMENT TRUST FUND** you must verify that the unit you are requesting an inspection on meets the criteria below. This checklist serves as a tool for owners/sellers to prepare their unit for an HQS inspection. This checklist highlights some of the **COMMON** violations found during unit inspections.

ALL UTILITIES MUST BE TURNED ON FOR THE INSPECTION.

If during the inspection it is found that a utility is NOT operable the inspection CAN NOT be completed and the full inspection fee must be paid before rescheduling will occur.

The items on this checklist must be working or completed prior to the HQS inspection. Please check off that each item is in operable/working condition and return this form with the application.

- The unit must be empty/vacant from previous tenant.
- ALL Utilities (water, gas, electric) must be turned on for the completion of the inspection.
- No chipping or peeling paint inside or outside the unit.
- Stove must be clean, in working order and secured.
- Refrigerator must be clean and be in working order with a good door seal.
- There must be a permanently installed working heating system.
- 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, 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 plumbing leaks.
- There must not be any plugged drains (check for slow drains).
- All plumbing fixtures must have P-traps to prevent sewer gas from leaking into the unit.
- All windows and doors shall open and close as designed and must have working locks (if applicable).
- Doubled keyed dead bolts are not permitted on any doors.
- Each living space must have two means of fire egress (i.e. door & window)
- All electrical outlets/switches must have cover plates and be in good working condition.
- All ground fault circuit interrupters (GFCIs) must work properly.
- There must not be any missing, broken, or cracked windows.
- The roof must not leak. Indications of a leak are discolorations or stains on the ceiling.
- 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.
- The floor covering cannot be torn or have holes that can cause someone to trip.
- If there are stairs and railings, they must be secure.
- Four or more exterior stairs must have handrails 34 inches to 38 inches from the ground.
- Walk offs or porches 30 inches above grade must have guard rails 36 inches from the ground.
- There must be working smoke detectors properly mounted on each level of the unit including the basement and walk up attics.
- 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.
- All construction/rehabilitation (painting, carpet replacement, etc.) must be completed.
- The unit must be free from roaches or rodents.
- There must be stepping stones or walkway to the unit

Buyer/Applicant Signature: _____ Date: _____

*This brief listing is for the purposes of information only is not intended as a complete listing. Check HID and local code for other requirements.