



HQS Move-in Inspection Checklist My HOME II Program



Buyer/Applicant Name: _____

Property Address: _____

As part of the application process for the My HOME / My HOME II Program 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 completed listing. Check HUD and local codes for other requirements.

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