



## Housing Quality Standards (HQS) Inspection Information Form

*Thousands of Housing Choice Voucher holders depend on landlords to maintain quality homes.*

The Housing Choice Voucher Program uses the HQS criteria when completing inspections. Because a wide variety of housing types, evolving codes, and family compositions exist, not every building deficiency is represented in the included in this inspection checklist. Complete HQS requirements can be found at here: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/regs](https://www.hud.gov/program_offices/public_indian_housing/regs). Spokane Housing Authority (SHA) reserves the right to review on a case-by-case basis all issues relating to safety and inspection compliance.

**IMPORTANT** – While some of the inspection requirements may be similar or identical to provisions in the city codes, however, SHA inspection requirements do not solely coincide with these codes. It is the owner’s responsibility to maintain the property to meet all applicable state and city codes.

SHA will not enter into a Housing Assistance Payments (HAP) contract with an owner until the unit passes the HQS Inspection. No move-in inspection will be conducted without the presence of the owner or owner’s representative OR if the unit is occupied by someone other than the tenant who will be assisted by SHA.

The checklist included will help you in preparing the property for inspection. The unit must be in **MOVE-IN** condition when submitting the Request for Tenancy Approval packet to SHA. Move-in condition refers to a property ready for immediate occupancy by a tenant. SHA requires that the property be in this condition so once an inspection is complete a tenant could directly move in.

### **LEAD PAINT**

SHA will require a Clearance Report for any unit where a child under the age of 6 will reside if the inspector identifies any defective paint. Once defective paint has been identified it must be repaired. The Inspector will **STOP** the inspection and request a Clearance Report from the owner.



## HCV – Housing Quality Standards (HQS) Inspection Checklist for Owners

Each unit in the Housing Choice Voucher Program (HCV) must pass an HQS inspection each year. This checklist is a tool for owners/landlords to prepare their unit for the HQS inspection. The items on this checklist must be working or repaired **prior** to the HQS inspection.

### General

- Unit is vacant from previous tenant, and free of all furnishings and debris.
- Working smoke/carbon monoxide detectors in proper locations
- Unit in clean and sanitary condition.
- Utilities (water, gas, electric) must be turned on.
- No chipping, peeling, cracking, paint in or outside of the unit.
- Wood surfaces properly painted and kept intact.
- All electrical outlets/switches must have cover plates and be in proper working condition.
- All windows and exterior doors shall open and close as designed and must have working locks (single keyed dead-bolts on exterior doors)
- Double keyed dead bolts are not permitted.
- Each habitable space must have two means of fire egress (i.e. door & window)
- Floor coverings cannot be torn or have holes that can cause a trip hazard.
- Unit must be free from animal/insect infestation
- All water heaters/boilers must have a TRP valve with downward discharge piping.

### Exterior

- Proper number or lettering with proper illumination.
- The roof must not leak.
- All common hallways, walkways, and parking areas shall be free of cracks and tripping hazards.
- Lawn must be maintained and free of debris.
- Stairs and hand railings must be secure.
- Four or more stairs must have handrails.

Surfaces and foundation need to be in sound condition.

A single key deadbolt on exterior doors.

### Interior/Bedroom

All security bars/windows must have a quick release mechanism.

All sliding glass doors must have a lock or security bar on the door.

Window and doors shall be weather tight.

Window glass is free of cracks and glazing in good condition.

Window screens must be in place.

Bedrooms shall have at least seventy (70) square feet of floor space and separate entrance with a minimum of 7' in any direction.

### Kitchen/Bath

There must not be any plumbing leaks or plugged drains.

All plumbing fixtures must have a working trap.

Stove must be clean and working.

Refrigerator must be clean and working with a good door seal.

Hot and cold running water.

Working shower or bathtub.

Working flush toilet that is securely mounted and does not leak.

Bathroom must have either an openable outside window or an exhaust fan.

Cabinet and draws are secure, in place, and in good condition.