



Alma Housing Commission

HQS Pre-Inspection Checklist for Landlords

This checklist is provided as a courtesy and is not all-inclusive. It is provided to give you an idea of the items that an inspector will check for during an inspection. Please look your unit over carefully before the inspector comes out. If you check “No/Need Repair” to any of these items, the unit MAY FAIL the HQS inspection:

| ALL ROOMS | OK/YES | NO/NEEDS REPAIR |
|--|--------|-----------------|
| Is the unit free of any exposing wiring? | | |
| Are all the electrical and switch covers present, secure and free from cracks? | | |
| Do all windows open and close properly? | | |
| Are all windows free from cracks, missing/broken panes? | | |
| Do all windows have secure locks? | | |
| Are doors leading to exterior properly weather stripped? | | |
| Are all ceiling sound, intact (no holes or bowing) and free from hazardous defects? | | |
| Are all floors sound, intact and free from hazardous defects? | | |
| Are all walls sound, intact (no holes or bowing) and free from hazardous defects? | | |
| Are all painted surfaces free of deteriorated (chipped, peeling, cracking and chalking) paint? | | |
| Are all floors free of tripping hazards, such as torn linoleum or carpeting, any phone lines, cables or cords? | | |
| Are all closet doors hung properly so that they do not fall including hardware? | | |
| | | |
| Are all doors fitted to openings for privacy? | | |
| Are all rooms free of any other potentially hazardous features? | | |

| Additional Requirements | OK/YES | NO/NEEDS REPAIR |
|--|---------------|------------------------|
| Is there a working smoke detector on each level of the dwelling? | | |
| | | |
| Is the unit free of pest, insects, rodents and vermin? If evidence is present, professional extermination paperwork may be requested. | | |
| Is the unit free from an accumulation of garbage and debris inside and outside? | | |
| Where there are four or more risers on the exterior and interior of the unit is there a handrail? Are all stairwells (interior & exterior) free from loose, broken or missing steps? | | |
| Is unit free from air pollutants? (Mold, sewer, gas, etc..) | | |
| Is the neighborhood free from hazards, which would seriously endanger the health and safety of residents? (Abandoned and exposed buildings nearby, etc..) | | |
| Have all inoperable appliances been removed from the premises? | | |
| Have elevators been inspected on regular basis? (Current certification) | | |
| Are all utilities (water, gas, electric) on? | | |
| Are the utilities separated and clearly identified so as to ensure the tenant is only paying for utilities they are responsible for? | | |

| Kitchen | OK/YES | NO/NEEDS REPAIR |
|---|---------------|------------------------|
| Proper ventilation (hood vent or window) | | |
| Does the stove have all knobs intact and do all burners and the oven open properly? | | |
| Is the refrigerator large enough for the family size? | | |
| Does the refrigerator and freezer cool properly and have proper seal's? | | |
| Is there adequate space to store and prepare food? | | |
| Does the sink provide hot and cold running water? Is it free of leaks? Does the water drain properly? | | |

| Heating Equipment/Air Conditioning | OK/YES | NO/NEEDS REPAIR |
|---|---------------|------------------------|
| Is the heating equipment capable of providing adequate heat to all rooms used for living? | | |
| Is the unit free from unvented fuel-burning space heaters or any other unsafe heating conditions? | | |
| Are all window/wall air conditioning units installed to prevent air infiltration and with proper slant to the outside walls? | | |
| Are all vents and ductwork in good condition, is all wrapping in good condition and secure to the ductwork? Is the tape used appropriate for that type of ductwork? | | |
| If the furnace is in a closet, are the doors vented? Also a gas hot water heater or gas furnace cannot be located in a bedroom closet | | |

| Bathrooms | OK/YES | NO/NEEDS REPAIR |
|---|---------------|------------------------|
| Does the toilet operate properly? Is it secure to the floor? Is the toilet free from leaks? | | |
| Does the sink provide hot and cold running water? Is there enough water pressure? Is the sink free from drips and/or leaks? Does the water drain properly? | | |
| Does the tub or shower provide hot and cold running water? | | |
| Does every bath area or toilet area have a fan vented to the outside or an operable window? | | |
| Are all visible gaps around plumbing pipes properly sealed? | | |
| Are all plumbing fixtures secured to the wall? | | |
| Do all toilet tanks have lids? | | |
| If there is a toilet in the basement it must be vented to the outside. It must be enclosed with a privacy door or it can be removed and cap off all drains and lines. | | |
| Is the washbasin and/or tub/shower free from rust, and hazardous cracks or chips? | | |
| Are faucets fixtures rust free, in good repair and appropriately matched? | | |

| Hot Water Heater | OK/YES | NO/NEEDS REPAIR |
|--|---------------|------------------------|
| Does the hot water heater or pipes have leaks? Also are the pipes free from corrosion? | | |
| Is the pressure relief valve free from leaks and does the discharge pipes extend to approximately six inches from the floor? | | |
| Are flame shields (cover plates) in place and properly installed? | | |
| Is all electrical wiring encased in conduit? | | |
| Is the flue pipe installed and correctly and properly sealed? | | |

| Laundry Room | OK/YES | NO/NEEDS REPAIR |
|--|---------------|------------------------|
| Is the dryer properly vented? | | |
| Is the laundry area free of lint and debris? | | |

| Exterior of Unit | OK/YES | NO/NEEDS REPAIR |
|---|---------------|------------------------|
| Are all painted surface free of deteriorated (chipping, peeling, cracking and chalking) paint? | | |
| Is the foundation sound and free of hazards? (deterioration, peeling paint, cracking, etc.) | | |
| Are exterior surfaces sound, intact (no holes) and free from hazards? | | |
| Are the sidewalks, walkways and driveways free from tripping hazards? Make sure sidewalks are not uneven. | | |
| No vehicle shall at any time be in a state of major disassembly, disrepair or in the process of being stripped or dismantled on the property. | | |
| Electric service cable to the house must be free from deterioration or else it must be replaced. | | |
| Any exterior vents must have operable vent hoods free from debris or damage. | | |
| Are all gutters and downspouts free of debris or damage and properly secured? | | |
| All structures on property (garage, sheds, etc.) will be inspected if the tenant has access to them. | | |