



TARRANT COUNTY HOUSING ASSISTANCE OFFICE PRE-INSPECTION CHECKLIST

Client Name: _____

Inspection Date: _____

NEW UNIT, COMPLAINT AND ANNUAL HOUSING QUALITY STANDARDS INSPECTIONS

The Housing Authority is required to inspect all new units. Existing units are inspected annually. The housing authority may also perform a complaint inspection if it is determined that an owner and/or tenant is not maintaining the unit. Any deficiencies will be noted and a notice will be E-mailed indicating a repair deadline. The owner or property manager is required to repair items within 30 days, 24 hours for life threatening deficiencies, or a specified number of days for complaint inspections. The family is responsible for any tenant caused damages beyond normal wear and tear.

In order to ensure the unit meets Housing Quality Standards, review the requirements and correct any HQS violations before the inspection. At the time of the inspection, the unit should be "move-in" ready. This will prevent delays in the housing assistance payments.

- *All construction/rehabilitation (painting, carpet replacement, etc.) must be completed prior to the inspection.**
- **All utilities must be connected before an inspection can be conducted.**

Most Common HQS Failed Items:

- √ Non-functional smoke detectors/CO detectors in each bedroom and halls
- √ Missing or cracked electrical outlet cover plates
- √ Railings not present where required
- √ Peeling or chipping exterior and interior paint (for units built prior to 1978)
- √ Trip hazards caused by installed floor coverings (carpet/vinyl/tile)
- √ Cracked or broken window panes
- √ Inoperable burners on stoves/ovens or inoperable range hoods
- √ Missing burner control knobs
- √ Inoperable bathroom fan/no ventilation
- √ Leaking faucets or plumbing
- √ No temperature/pressure relief valve on water heaters
- √ No discharge tubes on water heater
- √ Unit must be free from infestation
- √ No utility service (off for non-payment)
- √ Windows/Doors not weathertight

HQS CHECKLIST

The unit must be empty/vacant from previous tenant on new move-ins.

The following is a listing of items inspected to meet Housing Quality Standards:

Bedrooms

- Must contain a working smoke alarm.
- Must contain an operable window.
- Must have working outlets/light switches (no cracked or broken covers).

- Ceiling and walls must be sound (meaning no cracks, holes or defects).
- Flooring must be free of any trip hazards.

Bathroom

- The bathroom must be located in a separate room and have a flush toilet.
- The unit must have a fixed basin with a sink trap and hot and cold running water.
- The unit must have a shower or bathtub with hot and cold running water.
- The toilet facilities must utilize an approvable public or private disposal system, including a locally approvable septic system.
- Plumbing fixtures (sink, shower and bathtub) must not leak and be secure. There must not be any plugged drains (check for slow drains).
- Toilets must function properly, be secure to the floor and the toilet seat must be secure and sound.
- Bathrooms must have some type of exhaust system (air vent, exhaust system or window).

Kitchen

- The unit must have a cooking stove or range and refrigerator of appropriate size for the unit (i.e., family) all in proper operating condition and clean. Stoves, ovens, and ranges must have all control knobs and handles. Gas stove burners must light by pilot jets without the use of incendiary devices (i.e. matches, lighter, etc.).
- The unit must have a kitchen sink in proper operating condition with a sink trap and hot and cold running water, which drains into an approvable public or private wastewater system and must not leak.
- There must not be any plugged drains (check for slow drains).
- The unit must provide space for the storage, preparation, and serving of food.
- There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (i.e. garage containers).

Space and Security

- The unit must have a minimum of a living room, kitchen area, and bathroom.
- The unit's exterior doors (i.e. those that allow access to or from the unit) must have two (2) locks and be weather tight. Doubled keyed dead bolts and chain locks are not permitted.
- All exterior doors (including doors leading from unit to garage) must have a peep hole unless there is a window within three (3) feet of the door.
- All ground floor windows and exterior doors shall open and close as designed and must have working locks and must be weathertight.

Heating and Cooling System

- The unit must contain a safe heating system (and safe cooling system, where present), which is in proper operating condition and can provide adequate heat (and cooling, if applicable), either directly or indirectly, to each room used for living in order to assure a healthy living environment appropriate to the climate.
- The unit must not contain any unvented room heaters, which burn gas, oil or kerosene. A working radiator would be acceptable.
- Water heater must be functioning properly.
- If water heater is gas, unit must be vented properly.

NOTE: If a unit contains any gas appliances, unit must contain a CO detector.

Structure and Materials

- Interior ceilings, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts, or other serious damage.
- The floors must also not have any major movement under walking stress, or tripping hazards presented by the permanent floor coverings.
- The roof must be structurally sound and weather tight and not leak.

- Exterior of unit must be sound (i.e. no serious leaning, buckling, sagging, no rotted wood, all holes and cracks in walls be filled to prevent infestation).
- All tree limbs must be cut back away from exterior of unit and away from all electrical lines.
- Pop off must have the relief tube connected and lead to the exterior of building or must be a minimum of 6" off the floor.
- The exterior of the home as well as the entry and exits of the unit must be free of debris, stored items, non-working locks, or doors that have been nailed shut or otherwise obstructed.
- Each living space must have two means of fire egress (i.e. door & window).
- The condition and equipment of interior and exterior stairways, halls, porches, walkways, etc. must not present a danger of tripping and falling. Examples include, but are not limited to, broken or missing steps and loose boards.
- Handrails must be present at stair locations that have four (4) or more risers and must be 34 to 38 inches from the ground. Missing/damaged parts are not acceptable. Loose, broken, and/or missing treads are not allowed.
- If there are stairs and railings, they must be secure.

Interior Air Quality

- The unit must be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust and other harmful pollutants.
- The unit must have adequate air circulation.
- Structures that have an attached garage **MUST** have a CO detector.

Doors

a. Interior:

- I. Doors must be securely mounted. All required hardware and trim (locks, molding, etc) must be present and in proper working order. Locking hardware must be correctly engage strike plates
- II. Door surfaces must be in good repair, free from holes and not showing signs of delaminating.
- III. The doors must operate smoothly without binding on frame or floor.
- IV. All sliding glass doors must have a lock or security bar on the door that works.

b. Exterior:

- I. Hinged: doors must be securely mounted. All necessary hardware and trim (locks, molding, etc.) must be present and in proper working order. Locking hardware must properly engage strike plates.
- II. Door surfaces must be in good repair. Door surface damages that allow thermal transfer (air leakage) are not allowed.
- III. Peepholes, keyed, single-cylinder, dead bolt locks and "keyless locks" are necessary for all exterior doors (***NOTE: if there is a window within 3 feet of the door no peep hole is required!***)
- IV. All exterior doors (including doors leading to the garage) **MUST** have two locks! (***NOTE: Chain locks are not allowed!***)
- V. All exterior doors **MUST** be weathertight!
- VI. All sliding glass doors **MUST** have two locks.

Windows:

- If windows are designed to open, they must open and remain open. Window locks must be present and function properly.
- Security bars are allowed. However, if they are installed on bedroom windows and/or exit doors they must be designed to allow emergency egress.
- All windows should be secure and weather tight and free from cracks and breaks.
- If the unit contains burglar bars, they **MUST** have a "Quick Release Leaver" – BEDROOMS ONLY.

Electrical Outlets, Switches, Fixtures

- Electrical outlets must be wired properly, securely mounted, function properly, and have cover plates.
- All ground fault circuit interrupters (GFCIs) must work properly.
- Electrical switches must be securely mounted, function properly and have cover plates. This includes three-way switch systems designed for hallway and stairwell lighting.
- Both inside and outside light fixtures must be securely mounted and function properly. "Hanging" lights must be supported by the chain or other hardware and not by the electrical wiring.
- Circuit Breaker/Fuse Boxes, both interior and exterior, must have permanent covers preventing contact with bare wiring.
- There must be no open spaces in the breaker panel.
- If there is an outlet within three (3) feet of a water source (i.e. Kitchen/Bathroom sink, etc.) it **MUST** be a **CGFI** outlet.

Corrections necessary:

Reviewed by: _____ Date: _____