

# HQS INSPECTIONS

## Checklist for Inspection



This checklist can be utilized to help determine if the unit will pass HQS inspection guidelines. On your first visit, check off problem items as you go through the unit.

## BUILDING EXTERIOR/INTERIOR

- ☐ Are foundation, stairs, walls, gutter, and porch sound and free from hazards or deterioration
- ☐ Is there a handrail for four or more steps?
- ☐ Are there any tripping hazards?
- ☐ Is the exterior weatherproof and free of any rot?

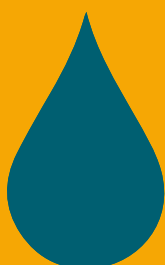


## LIVING ROOM

- Are there two working electrical outlets or one outlet and one light fixture? ☐
- Can all ground floor windows be locked, in good condition and weatherproof? ☐

## KITCHEN

- ☐ If appliances are provided, are they working properly?
- ☐ Is plumbing free from leaks and working properly?
- ☐ Are there two working electrical outlets or one outlet and one light fixture?
- ☐ Can all ground floor windows be locked, in good condition and weatherproof?
- ☐ Does the stove's range fan have a cover?



## BATHROOMS

- Are the tub, sink, shower, and toilet in good condition and working properly? ☐
- Is there an operable, lockable window or an air vent? ☐

## BEDROOMS

- ☐ Is there a window in good condition in each bedroom?
- ☐ If the bedroom is on the first floor, does the window lock?
- ☐ Are there two working electrical outlets or one outlet and one light fixture in each bedroom?
- ☐ Is paint free from peeling, chipping or cracking?



## OTHER

- ☐ Does each floor have a working smoke detector?
- ☐ Do all light-bulb sockets have a light bulb installed?
- ☐ Is the water heater accessible? If not, please provide a water heater certificate form.
- ☐ If the unit was built before 1978 and there is a child in the unit, is the paint free from peeling, chipping or cracking?
- Do the furnace and water heater work? Are they in good condition? ☐
- Does the unit have at least two exits? ☐
- Are rooms well-lit and free from electrical hazards? ☐
- Is the unit and yard free from trash and debris? ☐
- Does each sleeping room have at least two means of egress (windows and/or doors)? ☐

## WHAT IS AN HQS INSPECTION?

A Housing Quality Standard (HQS) inspection is conducted on a unit before housing assistance can be paid on behalf of a family and on a biennial basis during tenancy.

## HOW DO I SCHEDULE AN INSPECTION?

After a participation is approved for a unit by the landlord, the Request for Tenancy Approval (RTA) form needs to be submitted to Homes for Good. The RTA form allows Homes for Good to ensure the unit meets the participant's income guidelines. If the unit meets the participant's voucher amount, the Homes for Good team will contact the landlord to schedule an inspection. If the tenant is already living in the unit, Homes for Good will contact the tenant directly to schedule an inspection.

## FOR LANDLORDS

Preparing a unit for HQS inspection is the first step to promptly receiving Housing Assistance Payment (HAP). To ensure a unit will pass inspection please use the checklist on the back of this card. Secondly, confirming that the information on the RTA form matches the rental agreement can prevent delays in payment. Additionally, by providing a copy of the rental agreement including the lease start dates to the inspector upon inspection passing and promptly completing the required paperwork prepared by Homes for Good assures payment will be processed in a timely manner. To provide your team with the tools needed to pass inspection and receive payment promptly, Homes for Good offers free HQS workshops available to managers and maintenance teams.

For questions or to register for a class, contact the Homes for Good Landlord & Community Relations Specialist, at 541-682-2602 or [landlordliaison@Homesforgood.org](mailto:landlordliaison@Homesforgood.org)

## FOR PARTICIPANTS

When searching for a unit, use the checklist on the back of this card to increase the likelihood that the unit will pass HQS inspection. Homes for Good cannot pay the voucher's rent portion for any days prior to the inspection passing. Homes for Good can only pro-rate rent to the inspection pass date or the rental agreement start date, whichever is later. When moving with a voucher, Homes for Good can only pay two landlords for 5 days overlap. You can be responsible for full rent if there are more than 5 days overlap for two units. If you choose to move into a unit prior to the unit passing inspection, it is your responsibility to ensure rent is paid in full until the housing assistance payment is processed.