

# Metropolitan Development and Housing Agency



## INITIAL INSPECTION CHECKLIST

In order for a unit to be approved for participation in the HCV program, it must be inspected by an MDHA inspector to determine if the unit meets the minimum Housing Quality Standards (HQS) established by HUD and MDHA.

In order to avoid delays in the start of assistance for a family, the following checklist is being made available to assist you in getting the unit ready for the MDHA inspection. Please complete the checklist before submitting an RTA or calling for an inspection. The checklist is not all inclusive. There may be other items not listed that could result in a failed inspection.

- The unit has been completely cleaned from the previous tenant and move-in ready.
- All utilities (i.e, electricity, gas, and water) must be turned on.
- Unit must have a cooking stove and refrigerator, both clean and in proper working condition.
- The unit must have a permanent, safe heating system adequate for unit size – no space heaters.
- All exterior doors and windows open and close properly, have a weather tight fit, and have locks that are operable. Doors and windows must have screens that are in good condition (none missing or torn).
- There are no electrical hazards - All light switch and electrical cover plates are in place and in good condition; no exposed wiring, no hanging fixtures, and all outlets work and test properly.
- There is no peeling paint inside the unit and no peeling paint on the exterior surface below five (5) feet. (Applies to units built prior to 1978 and to be occupied by children age six (6) or under).
- All cabinet doors open, close and latch easily.
- Interior and exterior doors open, close and latch easily. Doorstops are in place to protect walls.
- Interior ceilings and walls are in good condition and have been cleaned or freshly painted.
- All flooring is secure, free of tripping hazards and is clean.
- Operable smoke detector(s) are in place on each level and in compliance with state law.
- Unit has hot and cold running water with no plumbing leaks inside or outside the unit.
- The water heater has a temperature and pressure relief valve and discharge line to extend within six (6) inches of the floor or outside the living area; closet latches and is not in an area that presents a hazard.
- All grounds around the unit are free from debris and lawn mowed.
- All exterior doors must have a keyless locking device and either a window or door viewer. Exterior doors including the doors leading into a garage from the dwelling unit are also included in this regulation.
- The unit must be free from infestation or other vermin.
- The unit must be free from visible mold or mildew.
- The unit address must be clearly posted and visible from the street

The landlord or their agent must be present during the initial inspection. A copy of the inspection report will be mailed, faxed, or emailed to the landlord within two (2) business days from the inspection date. Upon completion of any repairs, the owner must arrange a re-inspection with the MDHA inspector. After the unit is approved, the MDHA Specialist will coordinate the lease start date and the execution of the HAP Contract between MDHA and the landlord. ***A lease may not begin until the unit has passed the HQS inspection and the family has any utility service they are responsible for turned on in the head of household's name.*** Once the HAP Contract is executed, MDHA may begin providing assistance to the landlord on behalf of the family.