

HOW TO PREPARE FOR YOUR ANNUAL/SPECIAL/INITIAL HOUSING INSPECTION

(IF YOU ARE LIVING IN THE UNIT WHERE YOU ARE REQUESTING RENTAL ASSISTANCE, THIS WILL BE AN INITIAL INSPECTION)

The Housing Authority is required by law to inspect your home at least annually to make certain you are living in Decent, Safe, and Sanitary housing. There may be circumstances during your tenancy (i.e. complaints, poor housekeeping, etc) which may require that your home be inspected more often. The Inspector must make certain that both the Tenant and Owner are maintaining the premises and that it meets Housing Quality Standards (HQS).

IF YOUR UNIT FAILS INSPECTION, IT MAY CAUSE A DELAY IN YOUR HOUSING ASSISTANCE PAYMENT

The following check list will help you to prepare for the inspection:

KITCHEN: Refrigerator free of food spills and soil – inside and out
Freezer defrosted
Stove hood, vent, and screen washed to remove grease and dust
Clean stove top, burners, and underneath surface units
Clean oven, broiler, racks and remove all burned-on foods or grease
Walls and cabinets free of food, grease and soil
Cabinets and drawers clean and in good repair, knobs in place and tightened
Clean sink and countertops

NO INSECTS

BATHROOM: Clean sink, toilet, shower/tub (*to remove mildew and soap scum*)
Towel bars and toilet paper holders securely in place
Clean fan/vent in ceiling
Clean cabinets and knobs must be secure

WALLS/DOORS: Free of hand marks, soil and stains
All switch and socket plates in place
All door stops in place
All main exterior doors (*must contain a deadbolt at least 13/16th of an inch long*)

CEILINGS: Free of dust and cobwebs
Free of stains
All light fixtures washed and in place

FLOORS: Hardwood/linoleum/tile must be clean and free of scuff marks
Carpet must be vacuumed (*shampooed if necessary*)

WINDOWS: Clean inside and out
Screens in place (*no holes or bent/broken frames*)
All windows must contain locks

HEATER: Heater filter cleaned or replaced
Heater closet vacuumed and (*not used for storage*)
Wall heater free of dust and dirt
Water heater closet free of dust and (*not used for storage*)

EXTERIOR: Walk ways swept and parking areas free of debris/litter
Lawns mowed and weeds pulled
Walls free of mud and dirt
Unlock the garage door

SMOKE ALARM: All battery and electric smoke alarms (*must be operable at all times*)

PETS: All pets should be in proper cages, pens or on leashes (or) enclosed in an appropriate area