



Housing Quality Standards (HQS) Inspection Information

Thousands of Housing Choice Voucher holders depend on landlords to maintain quality homes.

The Housing Choice Voucher Program uses the HQS criteria when completing inspections. Because a wide variety of housing types, evolving codes, and family compositions exist, not every building deficiency is represented in the included inspection checklist. MPHA reserves the right to review, on a case-by-case basis, all issues relating to safety and inspection compliance.

IMPORTANT – While some of the inspection requirements may be similar or identical to provisions in the city codes, MPHA inspection requirements are not a substitute for city codes. It is the owner's responsibility to maintain the property to meet all applicable codes.

MPHA will not enter into a Housing Assistance Payment (HAP) contract with an owner until the unit passes the HQS Inspection. No move-in inspection will be conducted without the presence of the owner or owner's representative, nor will a move-in inspection be conducted if the unit is occupied by someone other than the tenant who will be assisted by MPHA.

The checklist included will help you in preparing the property for inspection. The unit must be in **MOVE-IN** condition when submitting the Request for Tenancy Approval (RTA) packet to MPHA. Move-in condition refers to a property ready for immediate occupancy by a tenant. MPHA requires that the property be in this condition in order to facilitate immediate tenancy once an inspection is complete.

LEAD PAINT

MPHA will require a Clearance Report for any unit where a child under the age of 6 will reside if the inspector identifies any defective paint. Once defective paint has been identified it must be repaired. Upon identifying defective paint, the inspector will **STOP** the inspection and request a Clearance Report from the owner.

Inspections Checklist

Item	Requirement	Check	Repairs Needed/Notes
All Ceilings (Unit, Common Areas, and Outside)	Ceiling surfaces intact; no holes, no sagging or unstable surfaces.	<input type="checkbox"/>	
All Walls (Unit, Common Areas, and Outside)	Wall surfaces intact; no loose/coverings; no holes; no peeling or chipping paint of any size. No mold or moisture. (Units/houses built pre-1978 is assumed lead base and any size chipping or peeling paint found requires lead base testing.)	<input type="checkbox"/>	
All Flooring through-out (Unit, Common Areas, and Outside)	Floor are stable; no exposed subfloor; no bowing; no holes, rips, or large wrinkles; No raised trip hazards $\geq 3/4$ " (height of a penny).	<input type="checkbox"/>	
All Stairs & Steps (Unit Common Areas, and Outside)	Treads and risers secure and fully intact; no missing, loose, or damaged treads. Grip pads must be fastened securely and function as they should.	<input type="checkbox"/>	
All Guardrails and Banisters (Unit, Common Areas, and Outside)	Guardrails present and secure on all elevated surfaces (30"+); open stair sides must have guards or rails.	<input type="checkbox"/>	
All handrails (Unit, Common Areas, and Outside)	Handrails present on stairs (required for 4+ risers) must be continuous and secure; installed at proper height (28–42"); handrail starts at the top of the highest tread through the bottom tread with returns.	<input type="checkbox"/>	
All Smoke & Carbon Detectors ***** (All Areas) _____ Correct Installation: A) Wall mount: 4"-12" down from ceiling. B) Ceiling mount: 4" out from the wall. <i>(See Package for more detail.)</i>	Smoke alarms must be either hard wired or a 10-year sealed battery ; unobstructed and functional.	<input type="checkbox"/>	
	Required locations: 1 in each bedroom, 1 outside within 10 feet each bedroom (can be a combo smoke and carbon), and 1 on each level of unit, can be the combo outside bedrooms. CO alarms: All units require within 10 feet of every bedroom, inside bedrooms with fuel-burning equipment; If gas appliances all mechanical rooms/basements at bottom of stairs and 1 on each level; must be unobstructed and functional.	<input type="checkbox"/>	
All Electrical Outlets & Switches (Unit, Common Areas, and Outside)	All outlets and switches must be operable and fully intact (not loose, broken, or chipped); properly wired/grounded; no defects, chips or cracks to outlet; covers/faceplate free of cracks or chips; no exposed conductors.	<input type="checkbox"/>	
All Windows & Screens ((Unit, Common Areas, and Outside)	Windows open and stay open in any position(no propping using items can be used), close, and lock; no - cracks or broken glass/missing panes, frames, or screens (screens must be in place); be weather tight/weather stripping intact. If security bars are on windows must have a quick release. A below ground window must have an escape ladder/rungs if drip is greater than 44 inches. All wood window trim inside and out must be intact, no chipping or peeling. Privacy rooms must have coverings over the windows (Bedrooms, and bathrooms).	<input type="checkbox"/>	
All Doors (Unit, Common Areas, and Outside)	Interior/exterior non-entry doors must open and close, latch and stay shut; no damaged or missing components. Provides privacy.	<input type="checkbox"/>	
All Entry Doors (Unit, Common Areas, and Outside)	Entry door hardware operates as it should; door opens, closes, secures, and self-closes when required. Outside entry and unit door entry doors require a deadbolt. Double keyed deadbolts not allowed.	<input type="checkbox"/>	
All Fire-Labeled Doors (Unit, Common Areas, and Outside)	Fire doors open, self-close, and free of damage on door or latch or hinge areas; not blocked or propped open (unless on release system).	<input type="checkbox"/>	
Garage Doors (Unit, Common Areas, and Outside)	Garage doors open and close properly; windows not broken/missing; garage doors must be able to be secured. If tenant access, all items owners items must be removed.	<input type="checkbox"/>	

All Cabinets (Unit, and Common Areas)	Kitchen and bath must be present; all cabinets must be securely attached; no missing components or damage to impede function. Under sink areas free of water damage or mold like substance.	<input type="checkbox"/>	
All Countertops (Unit and Common Areas)	Countertops present and securely attached and free of significant damage to present safety concerns; Kitchen must have adequate food preparation area.	<input type="checkbox"/>	
GFCI/AFCI Protected Outlets GFCI/AFCI must be present within 6 feet of all water source and outside outlets. (Unit, Common Areas, and Outside)	GFCI/AFCI present within 6 feet of any water source; outlets fully intact (not broken, or chipped); operable, properly wired/grounded; no exposed conductors; must trip with tester and button push/reset button operates correctly; cover/faceplate free of cracks. All outside outlets must be GFCI/AFCI protected. (It is acceptable to replace a 2 prong outlet with a GFCI outlet with a sticker)	<input type="checkbox"/>	
All Electrical Outlets & Switches (Unit, Common Areas, and Outside)	All outlets and switches must be operable and fully intact (not loose, broken, or chipped); properly wired/grounded; no defects, chips or cracks to outlet; covers/faceplate free of cracks or chips; no exposed conductors.	<input type="checkbox"/>	
Refrigerator (Unit and Common Areas)	Refrigerator present and operable; seals free of damage and seal properly, all shelving, drawers, handles must present, intact and function.	<input type="checkbox"/>	
Range/Stove/Microwave (Unit and Common Areas)	Appliances have no missing components or damage to impede function; all burners and oven work; no missing components or damage to impede function; must be clean and working as intended.	<input type="checkbox"/>	
Bathroom Exhaust Fan (Unit and Common Areas)	If bathroom has an exhaust fan, or shows previous install of bath fan, it must function as intended with no restricted airflow; If no bath fan installed, an operable window is needed to provide ventilation. If no exhaust fan must have an operable window for ventilation.	<input type="checkbox"/>	
Toilet & Toilet Seat (Unit and Common Areas)	Toilet present; operable and not leaking; secure to floor/no wobble or leaking at base; private use possible. Toilet seat must be free of hazards and secure/tight to toilet, toilet bolt caps on; if caulking present around toilet must have ≥ 1 inch gap at back of toilet and be intact and free of mold.	<input type="checkbox"/>	
Shower/Bathtub (Unit and Common Areas)	Shower or bathtub present; operates; ability to bathe or shower; no leaks or plugged drains; no major damage; must have a working trap no flex material; grab bars must be secure and tight; all must work as it is	<input type="checkbox"/>	
Grab Bars (Unit, Common Areas, and Outside)	Grab bars present where required and secure with no movement.	<input type="checkbox"/>	
Appliances Present (Unit and Common Areas)	Appliances must be working and connected properly. All parts must be there and work as is intended. Any old non-working appliances must be removed from the unit and discarded off of property.	<input type="checkbox"/>	
Washer and Dryer (Unit and Common Areas)	Both the washer and dryer must be working and connected properly. Dryer vent properly connected with metal duct (No white plastic flex tubing); No excessive lint build up on walls; airflow not restricted by vent tube kinked, or coiling/too long; exterior vent cover is present and intact; Clamps or aluminum heat tape only used, No white plastic flex tubing; clamps or silver heat tape only, no duct tape, etc.	<input type="checkbox"/>	

Water Heater and TPR valve (Unit and Common Areas)	Water heater produces hot water; must have a pressure relief valve and discharge pipe unobstructed and ends within 2-6 inches from the floor surface or bottom of the pan; chimney/flue aligned properly with the vent pipe and not blocked, legs secure; gas shutoff valve present; safety cover shield on and intact. Nothing is stored within 3 feet of gas water heater.	<input type="checkbox"/>	
Plumbing & Water Leaks (Unit, Common Areas, and Outside)	No environmental water intrusion, plumbing leaks, or sprinkler assembly leaks.	<input type="checkbox"/>	
Electrical Panel and Wiring (Unit and Common Areas)	No rust; No paint or foreign objects; all screw intact; No spaces or openings; door attached and secure.	<input type="checkbox"/>	
Floor Drains (Unit and Common Areas)	No sewage leaks or blockages; cleanout caps present and intact. No upward slope.	<input type="checkbox"/>	
HVAC/Boiler/Air Conditioning (Unit and Common Areas)	Heating and cooling system operates; interior temperature must be maintained; no units missing. Between October 1-April 30th a minimum temperature of 68 degrees or higher must be maintained at all time. Gas HVAC units, nothing is to be stored within 3 feet. TPR valve within 2-6 inches from the floor surface; all safety shields in place on all equipment. no unvented gas/oil/kerosene heaters; safety shields on and intact and venting is aligned.	<input type="checkbox"/>	
Gas/Oil/Plumbing Lines (Unit and Common Areas)	No Leaks for Gas, Propane, or Oil; All unused lines are securely connected, if not connected they must be capped. Gas lines must have shut off valve. (FYI: asbestos pipe wrap/tape - if present, and missing or degraded in any way, it must be professionally corrected.)	<input type="checkbox"/>	
Elevators	Elevators (if present) operate; doors open/close fully; elevators level with floors; safety edges function.	<input type="checkbox"/>	
Means of Egress Doors and Windows (Unit and Common Areas)	All habitable. spaces must have 2 means of egress. e: door and window and must be free from obstructions, entire window must be able to open fully not blocked by furniture etc.; doors and windows open easily and stay open in all position without being propped; no double-keyed locks or blocked rescue openings.	<input type="checkbox"/>	
Any Sharp Edges (Unit, common areas, and outside)	No sharp edges or protrusions capable of causing puncture or cuts.	<input type="checkbox"/>	
Pest Infestation Bugs, Rodents, and Animals (Unit, Common Areas, and Outside)	No evidence of cockroaches, bedbugs, mice, rats, squirrels or other pests. Live pests seen in 2 rooms is severe; Live rat seen life threatening. Outside or anywhere inside.	<input type="checkbox"/>	
All Tripping Hazards (Unit, common areas, and outside)	All areas Inside and Outside the walking surfaces and paths are free of tripping hazards; vertical differences <3/4" and horizontal separations <2".	<input type="checkbox"/>	
Flammables/Combustibles	Flammable or combustible materials stored safely; no flammables within 3 ft of HVAC or water heater; paint, paint thinner and other chemicals stored properly and in their original containers.	<input type="checkbox"/>	
Lead-Based Paint deterioration is sited and testing will be required.	*if No peeling chipped or missing paint. In pre-1978 buildings, if painted surfaces look deteriorated lead base testing will be required.	<input type="checkbox"/>	
Mold-Like Substances (Unit, Common Areas, and Outside)	No mold or moisture damage exceeding minor areas; surfaces dry and clean; moisture levels acceptable.	<input type="checkbox"/>	
Exterior Surfaces (We assume Lead Base Paint if older than 1978, issues found may require lead base paint clearance report)	No deteriorated, missing, or damaged siding, paint or trim. No chipping or peeling paint. Older than 1978 see lead base statement at beginning of document.		

Foundation/Drainage/Grading (Unit, Common Areas, and Outside)	Foundation insides and outsides are structurally sound; no cracks >1/4, no bowing; no evidence of water infiltration, like water stains, mold, or musty odors in basement. Proper landscaping grade directing water away from foundation. If gutters present must be secured, intact, and functional, with no kinks or cracks.		
Garbage/Large Discarded Items	Site and common areas free of excessive litter or discarded items.	<input type="checkbox"/>	
Building & Unit Address Signage	Building address and signage are visible, legible, and intact for both front and back, and visible from road/alley. All outside entry and interior entry doors must have unit numbers, if more than one unit.	<input type="checkbox"/>	
Fences & Gates	Fences and gates intact; no holes; no sharp edges; gates open/close and lock; fence not collapsing. No potential hazards for injury.	<input type="checkbox"/>	
Retaining Walls	Retaining walls (>24" high) are not leaning away from fill side and not partially or completely collapsed. No rotting or missing parts within body of the wall.	<input type="checkbox"/>	
Parking Lots	Parking lots free of potholes. Must fill if >4" deep and 1 sq ft; main walking paths must be free of trips >3/4" and 2" separation or hole.	<input type="checkbox"/>	
Private Roads & Driveways	Roads and driveways accessible; not blocked; potholes do not exceed 4" deep and 1 sq ft.	<input type="checkbox"/>	
Sidewalks/Walkways	Entire walkway is free of trips; $\geq 3/4$ " in height (vertical), and ≥ 2 " in width (horizontal). Walk area free of overgrown vegetation up to and over head.	<input type="checkbox"/>	
Utilities On and Working	Must have hot and cold water. Must have heat and A/C (if included).		
Handicap Walking Ramps and Walking Path Edges ≥ 4 feet (Unit, Common Areas, and Outside)	Ramps 6' or more and rising 6" or more, must have handrails on both sides of the ramp; all walk ways and ramps not blocked and surfaces stable and safe. Walking Path Edges that are along a drop of edge of 4 feet or higher must have a rail or fence.	<input type="checkbox"/>	