

HOUSING AUTHORITY OF MYRTLE BEACH

HOUSING QUALITY STANDARDS LANDLORD CHECKLIST

Each Unit in the Housing Choice Voucher Program (HCVP), or other housing assistance programs administered by the MBHA, must pass a Housing Quality Standards (HQS) Inspection PRIOR to tenant move in and at least annually thereafter. This checklist covers many of the COMMON, but NOT ALL of the violations that will cause a unit to fail an inspection for compliance with HUD/MBHA Housing Quality Standards. For additional information you can refer on-line to the following U.S. Government publications, or call the Inspector @ 843-918-1529:

HUD/HQS Inspection long form (19 pages): http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_11742.pdf

HUD/HQS Inspection short form (7 pages): http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_11775.pdf

HUD HQS Inspection Guide (35 Pgs.): <http://www.hud.gov/offices/adm/hudclips/guidebooks/7420.10G/7420g10GUID.pdf>

Note: State and/or County & Local Fire & Building Codes may supersede, where found to be more stringent than found in the HUD HQS guidelines. Smoke Detectors are but on such item.

Yes / No

General & Exterior Items:

- Are all the utilities on?
- Are utility shut-offs (breaker boxes, master valves, etc., in a location readily available to the tenant?
- Is unit clean with prior occupant & belongings completely out?
- Does everything in the unit work? Note: Amenities like garbage disposals, dishwashers, etc. are not required by HQS, but if present, must work properly.
- Does the unit have a U/L approved, working fire extinguisher?
- Are smoke detectors installed and working in accordance with State, County & City laws, regulations and/or building/fire-safety codes?
- Is the Heat, A/C working properly? Are the controls readable?
Note: The dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene.
- Are there signs of insect and/or vermin infestation?
- Is the paint, inside and outside in good condition?
Note: Federal Law requires that individuals receive certain information on lead-based paint hazards before renting, buying, or renovating pre-1978 housing. Landlords have to disclose known information on lead-based paint and lead-based paint hazards before lease take effect. Leases must include a disclosure form about lead-based paint.
- Fences in good shape? Note: Leaning or broken fences are a hazard.
- Is the yard free of garbage/trash/debris & unregistered vehicles?

General Room Requirements:

- Does the unit provide adequate space and security for the family?
- Does the unit have a living room, a kitchen, and a bathroom?
- Does the unit have at least one bedroom or living/sleeping room for each two persons? Note: Children of opposite sex, other than very young children, may not be required to occupy the same bedroom or living/sleeping room.
- Is the exterior doors of the dwelling securely lockable?
- Do all rooms have adequate natural or artificial illumination to permit normal indoor activities and to support health and safety?
- Are there sufficient electrical sources for essential electrical appliances?
- Is there at least one window in the living room & each sleeping room?

Kitchens:

- Is the Refrigerator clean and working with a good door seal and proper cooling temperatures?
- Are all the heating elements working? Are drip pans in place?
- Where supplied, does the kitchen range hood work, with clean filters in place?
Note: If there is no vented hood over the stove, then the kitchen must have a window.

Bathrooms:

- Do bathrooms offer privacy? For example; doors?
- Do all toilets flush effectively; are they secured to the floor without any visible leaks?
Note: Seats must not be loose, broken or cracked.
- Do bathrooms have ventilation? Note: By a vent fan or an open-able window?

Electrical & Illumination:

Is the unit electrical system completely free of hazards? Note:

- All three-pronged outlets must be grounded.
- All outlets must be properly wired (no open grounds, reversed polarity or open neutral conditions.).
- Splices in supply wiring must be in junction boxes.
- There can be no exposed or unprotected wiring.
- There can be no openings in circuit breaker boxes or other electrical service boxes.
- There can be no loose, hanging or improperly terminated electrical wires.
- All outlets and switches must have properly fitted covers. They cannot be cracked or broken.

All permanent lighting fixtures must have working bulbs and/or protective globes as designed.

Are all areas of the unit provided with sufficient illumination?

Note: This includes common hallways, entryways and porches and common hallway lighted emergency exit signage and other emergency lighting.

Kitchen & bathroom must have one, permanent ceiling or wall light.

Kitchen must have at least one electrical outlet.

There must be at least two electrical outlets in proper operating condition in living rooms and in each bedroom. Note: Permanent overhead or wall mounted light fixtures may count as one of the required electrical outlets.

Bathrooms must have at least one electrical outlet.

Doors:

Are all Entry/Exit Doors secure and weather tight?

Are any exit doors equipped with double-keyed dead-bolt locks? Note:

Double Keyed Locks are prohibited. Replace with an inside thumb-latch operated lock.

Are all doors, including closet doors properly fitted?

Windows:

Note: Dwelling unit windows that are accessible from the outside, such as basement, first floor, and fire escape windows, must be lockable (such as window units with sash pins or sash locks, and combination windows with latches). Windows that are nailed shut are acceptable only if these windows are not needed for ventilation or as an alternate exit in case of fire.

Do all windows designed to open, open easily?

Do windows accessible from the ground or porches have locks?

Is all window glass unbroken and without cracks?

Are Window Security Bars present? Note: If present they must have a quick release mechanism that can be easily opened, even by young children.

Plumbing:

The hot water heater tank must have a temperature pressure relief valve with downward discharge pipe made of CPVC, galvanized steel or copper tubing that extends to between four to six inches from the floor or directed outside the unit. Note: PVC or other types of piping or tubing not certified for hot water is not acceptable. Also; other more specific provisions for fuel supply and exhaust apply for gas fired hot water heaters.

Is the electric hot water heater properly grounded?

Does the water heater have leaks or serious corrosion?

Does the electric hot water heater have exposed electrical wires?

Note: Electrical wiring to the electric hot water heater must be connected inside of a protected box or designed space within the hot water heater.

Is plumbing in good working order? Note: There must be no leaks, with hot & cold water available at all sinks with sufficient pressure. All sinks must be fitted with proper drain traps. Drains must be free flowing.

Are there any other plumbing problems; like running toilets or faucets.

Shower diverters must be in working order.

Is there hot & cold running water, with adequate pressure, in the kitchen, bathroom(s) and/or any other utility sinks? Note: Clothes washer water supply outlets are not normally inspected, but instead are considered to be an item for the tenant to check when appropriate.

Remember:

It only takes one deficiency for a unit to fail an inspection. Failed units require a re-check. Re-checks cost time and money. You can help save time and money by doing your own pre-inspection and making repairs prior to the Housing Authority Inspection.