



*Strengthening Homes, Communities and Lives*

## Housing Inspection Checklist for Landlords

**B**efore any property can be approved for the Housing Choice Voucher Program, its condition must pass HUD's Housing Quality Standards (HQS) of being "decent, safe and sanitary." Please use this Housing Inspection Checklist to help you determine how close to standard compliance your property already is and where you need to make improvements. The categories listed here are the same as the inspector will use to evaluate the property. Use this checklist prior to inspection to save time, work and money. By preparing for your inspection ahead of time, you will greatly improve your property's chances of passing the inspection on the first visit.

### Smoke Detectors

- All smoke detectors are present and in good working order (with a fresh battery).
- Each level of the unit, including the basement and attic, has a working smoke detector.

### Paint

- No cracking chipping or peeling paint
- The inspector must assume this paint is lead based.
- Appropriate steps must be taken to correct the situation according to regulation

### Living Room

- At least 2 working electrical outlets, or 1 electrical outlet and 1 permanently installed working light fixture, should be in this room.
- This room must have a window. If the window was designed to open, it should open.

### Kitchen

- The unit has both an oven and a stove with a full set of working burners and knobs for turning them on and off.

- This room should contain a permanently installed light fixture.
- The unit contains a refrigerator that works and maintains a temperature low enough so that food does not spoil over a reasonable period of time.
- The kitchen contains a permanently attached working sink with both hot and cold running water and properly connected working drain with a gas trap and a space to prepare and serve food.

### Bathroom

- The bathroom has at least 1 working window or a working vent system.
- There is at least 1 permanently mounted working light fixture.
- The unit contains a toilet in proper working condition.
- There is a permanently installed working sink with both hot and cold running water and a properly connected drain with a gas trap.
- The unit has either a working bathtub or shower with both hot and cold running water and a properly connected working drain with a gas trap.



### Bedrooms

- The bedroom must have at least one window; if the window is designed to open, it must do so.
- To constitute a bedroom, a room must have minimum space for a single bed and a dresser and room to put one's feet on the floor in between, as well as the following requirements:
- There are at least 2 working electrical outlets or 1 electrical outlet and a mounted working light fixture in each bedroom.

### Security

- All windows and exterior doors must have a properly working lock.
- The unit can be entered without going through another unit.
- The building has an alternative fire exits which meet local code.

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### Be sure that:

- All areas, particularly the stairs, are free from hazards such as loose, broken or missing steps, floorboards, or railings.
- All walls, floors and ceilings are sound and free of hazardous defects such as severe buckling, bulging or leaning; damaged or loose structural members; large holes; air infiltration; loose surface materials; movement under stress; damaged or missing parts; are falling or in danger of falling.
- Heating and plumbing equipment is in good working order and free from all types of unsafe conditions.
- Heating equipment is capable of delivering enough heat to ensure the tenants a healthy environment; no unvented fuel-burning space heaters; no potential for fire; or absence of safety devices.
- The unit is served by an approved water supply, connected to an acceptable disposal system and free from sewer back-up. Plumbing should be free from major leaks and corrosion.
- The unit and all shared spaces are free from any electrical hazards, including but not limited to non-insulated or frayed wiring; cover plates missing from switches or outlets; exposed wiring; or improper types of wiring.



### If the unit fails inspection:

- You and the tenant will be sent a letter outlining what needs to be repaired.
- Repairs must be made within 30 days, or as otherwise directed in the letter.
- Regulations prohibit the HCV Program from subsidizing any unit that fails inspection.
- For more information on housing quality standards inspections, please contact RUPCO at (845) 331-2140.

If you have any questions, contact our office at:

(845) 331-2140

**Hours: Monday-Friday, 8:30am - 4:30pm**

Thank you for choosing to participate in the Housing Choice Voucher Program.

### Resources

#### HUD.GOV: Landlords

<https://portal.hud.gov/hudportal/HUD?src=/groups/landlords>

#### Kingston Landlord Association

<http://kingstonlandlordassociation.com/>

#### Sample Residential Lease Agreement

<http://www.propertydo.com/free-residential-lease-agreement.html>

#### Fair Housing: It's Your Right

[https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp/FHLaws/yourrights](https://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/FHLaws/yourrights)

#### Fair Housing:

##### NYS Attorney General's Office

<https://ag.ny.gov/civil-rights/fair-housing>

#### Fair Housing: NYS Civil Rights Bureau brochure

[https://ag.ny.gov/sites/default/files/pdfs/publications/fair\\_housing\\_brochure.pdf](https://ag.ny.gov/sites/default/files/pdfs/publications/fair_housing_brochure.pdf)

#### Fair Housing: NYS Division of Human Rights

<https://dhr.ny.gov/sites/default/files/pdf/nysdhr-fair-housing-guide.pdf>

#### Rights & Obligations of Landlords & Tenants (Ulster County)

<http://ulstercountyny.gov/consumer-fraud/consumer-affairs-tenant-rights>