



HASB Housing Choice Voucher Program		HOUSING QUALITY STANDARDS SELF-INSPECTION CHECKLIST			
Major Area of Unit		Questions to Ask		Yes or No	Repairs Needed
Mechanical Items	Electricity	1. Do all fixtures and outlets work?			
		2. Is there lighting in common hallways and porches?			
		3. Are all outlets, light switches, and fuse boxes properly covered with no cracks or breaks in the plates or doors?			
		4. Are electric fixtures securely fastened without hanging or exposed wires?			
		5. Does the unit have a properly working & installed Ground Fault Circuit Interrupter (GFCI) Outlet?			
		6. Are all 3 prong electrical outlets grounded?			
	HVAC	7. Are all utilities on the day of the inspection?			
		8. Is there permanently installed and properly operating heating equipment?			
P l u m b i n g	Bathroom	9. Is toilet securely fastened with no leaks or gaps and flushed properly			
		10. Sink – Is there hot and cold running water, proper drainage and no leaks?			
		11. Bathtub/shower – Is there hot and cold running water, proper drainage and no leaks?			
		12. Is bathroom vented with either a working exhaust fan or an exterior window?			
	Kitchen	13. Sink – Is there hot and cold running water, proper drainage, and no leaks?			
		14. Is there a fully working stove or cooktop and oven?			
		15. Do all burners on the stovetop ignite, does the oven work, and are knobs present or controls working?			
		16. Does the refrigerator cool/freeze properly?			
		17. Is there a fully working refrigerator?			
	Other	18. Does the hot water heater work properly?			
U n i t I n t e r i o r		19. Does the water tank have a properly installed pressure relief valve extension tube?			
	Wall Condition	21. Are walls free of air and moisture leaks, large holes and cracks?			
	Ceiling Condition	22. Are ceilings free of air and moisture leaks, large holes and cracks?			
	Floor Condition	23. Are floors free of weak spots or missing floorboards?			
		24. Are floors free of tripping hazards from loose flooring or covering?			
	Cabinets/Interior Doors	25. Are cabinets securely fastened to the wall?			
		26. Is there space for food preparation and storage?			
		27. Are all doors securely hung?			
	Security	28. Is there free and clear access to all exits?			
		29. Do all exterior and common area doors have properly installed working locks?			
		30. Do first floor windows and windows opening to a stairway, fire escape, or landing have locks?			
	Health & Safety	31. Is there a working smoke detector on each level of the unit			
		32. Are smoke detectors installed outside or near bedrooms?			
33. Is the unit free of insect or rodent infestation?					

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Unit Exterior	Windows	34. Is there at least one exterior window in each bedroom and in the living room?			
		35. Do widows opens, closes, and lock properly?			
		36. Is the unit free of cracked, broken, or leaky windows?			
	Other	37. Is the roof free of leaks?			
		38. Are gutters (if required) attached firmly?			
		39. Are exterior surfaces in a condition to prevent moisture leaks and rodent infestation?			
		40. Is the chimney secure and flute rightly sealed with no gaps			
		41. Is the house/building's foundation sound?			
Stairways	Stairways, Interior & Exterior	44. Are handrails properly secured?			
		45. Is there a handrail when there are 4 or more consecutive steps?			
		46. Are stairs free of loose, broken, or missing steps?			
		47. Are stairways free to tripping hazards?			
		48. Are there secure railing on porches, balconies, and landings 30" or higher?			
Other	Interior/Exterior Building	49. Is the unit free of debris outside and inside the unit?			
		50. Are there covered waste disposal receptacles?			
		51. Units build before 1978 with child residents under 5 yrs old must be free of chipping, peeling, flaking, chalking or cracking painted surfaces, including windows, window seals, door frames, walls, ceiling, porches, and all other interior/exterior painted surfaces.			

**ANY OTHER OBSERVED THREAT TO HEALTH OR SAFETY WILL FAIL**  
**HOUSING CHOICE VOUCHER INSPECTION CHECKLIST**

Listed on the opposite page are some of the frequently missed items that causes a unit to fail a required HQS inspection. This in not everything that is required by HUD and the Housing Authority of South Bend.

If your unit fails, we will mail/email to the tenant and landlord a copy of the Inspection Summary which details the deficiencies, and a letter providing a re-inspection date and time or a date in which you need to submit your Owner /Tenant Certification of Repairs form.

**IF YOUR UNIT FAILS BECAUSE OF AN IMMEDIATE, SERIOUS THREAT TO HEALTH OR SAFETY, PAYMENTS WILL CEASE IMMEDIATELY UNTIL ALL DEFICIENCIES HAVE BEEN CORRECTED AND A PASS INSPECTION STATUS HAS BEEN REGISTERED BY THE INSPECTIONS DEPARTMENT.**

**Your Inspection Team**

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