

The City of Pensacola is an Affirmative Action/Equal Opportunity Employer

INSPECTION CHECKLIST

It is necessary for the unit where you plan to receive rental assistance to pass a Housing Quality Standards (HQS) inspection before payments will be made. The unit will also need to pass inspection at least every other year for rental assistance payments to continue. A failed inspection will delay the start of payments or endanger the continuation of payments.

The Housing Office will inspect the following ten (10) areas for Housing Quality Standards' (HQS) compliance:

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| <input type="checkbox"/> Living Room | <input type="checkbox"/> Building Exterior |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Heating and Plumbing |
| <input type="checkbox"/> Bathroom(s) | <input type="checkbox"/> General Health and Safety |
| <input type="checkbox"/> Other Rooms Used for Living | <input type="checkbox"/> Garage |
| <input type="checkbox"/> Secondary Rooms | <input type="checkbox"/> Outbuilding |

CHECK THESE CONDITIONS TO MAKE SURE YOUR UNIT WILL BE READY TO PASS INSPECTION

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| <input type="checkbox"/> All major utilities (electricity, gas, and water) must be turned on. | <input type="checkbox"/> All electrical outlets must have cover plates that are not cracked or broken. |
| <input type="checkbox"/> The cooking stove and oven must be clean and in working condition. An anti-tip device must be installed. All burner control knobs must be present.* | <input type="checkbox"/> There must be no missing, broken or badly cracked windows/window panes. All windows must be accessible. |
| <input type="checkbox"/> Address numbers must be visible from the street. | <input type="checkbox"/> The roof must not leak. |
| <input type="checkbox"/> The refrigerator must be clean and in working condition. | <input type="checkbox"/> The hot water tank for your unit must have a pressure relief valve and downward discharge pipe. |
| <input type="checkbox"/> The heating unit must be properly installed and vented and otherwise in good working order. Heater must be operational. | <input type="checkbox"/> The carpet or linoleum must not have holes, tears, or loose seams. |
| <input type="checkbox"/> You must have hot and cold running water in the kitchen and bathroom(s). | <input type="checkbox"/> Stairs and railings, inside and out, must be secure. A stairway of four or more stairs requires a railing. |
| <input type="checkbox"/> There must be a shower or bathtub that is in good working condition. | <input type="checkbox"/> There can be no mice, rats, or insect infestation. |
| <input type="checkbox"/> There must be a flush toilet that works and does not leak. | <input type="checkbox"/> There MUST be a properly operating smoke detector on every level of the unit. |
| <input type="checkbox"/> The bathroom must have a window or working ventilation fan. | <input type="checkbox"/> No cracking, chipping, scaling, or loose paint anywhere inside or outside of the unit. |
| <input type="checkbox"/> There must be no plumbing leaks or plugged drains.* | <input type="checkbox"/> All toilets must have bolt protective caps installed. |
| <input type="checkbox"/> All accessible outside doors and windows must have working locks. | <input type="checkbox"/> No excessive debris in or around the unit, such as an accumulation of boxes, paper, trash, wood, tires, machine or auto parts, batteries, paint cans or old appliances. |
| <input type="checkbox"/> Exit doors must not have double-keyed deadbolt locks. | <input type="checkbox"/> No rotting branches or overgrowth that might harbor pests or vermin. |
| <input type="checkbox"/> Security bars in the bedrooms must have a quick release device. | |

***ALL ITEMS MUST BE REMOVED FROM THE OVEN AND UNDER KITCHEN AND BATHROOM SINKS SO PIPES CAN BE THOROUGHLY INSPECTED.**

For descriptions on the general aspects of a unit, ask your housing specialist for the booklet "A Good Place to Live."