

TO: TENANT AND LANDLORD

SUBJECT: CHECKLIST OF COMMON FAIL ITEMS AT HOUSING
QUALITY STANDARDS (HQS) INSPECTIONS

This list is being provided for you to check on commonly failed items. Please repair items beforehand to avoid a re-inspection or a delay in starting a new lease.

Should any of the below items apply to the rental unit, we ask your cooperation in addressing these items before the scheduled housing inspection.

1. Test all smoke detectors. Replace the battery or install a new smoke detector if needed.
2. Check that all four stove burners are working. Repair or replace inoperable burners. All burners must have drip pans. Drip pans that are rusting must be replaced.
3. Remove or replace an inoperable food disposal.
4. Check under the sinks for leaks.
5. Treat the unit for any roach and flea infestation.
6. All electrical outlets must have a cover plate.
7. Check all light fixtures – All sockets must have a light bulb and a lens cover.
8. Check locks on all windows and doors – repair as needed. Louvers need to be in place and louver handles need to be working properly.
9. Check closet door floor guides – repair/replace as needed.
10. Water catchment tanks must be at least half full at the inspection.
11. Cut back overgrown grass, trees and shrubs six (6) feet from building and six (6) from the water catchment tank.
12. Remove excess rubbish from property.
13. Remove inoperable cars from property.
14. Check vent holes under eaves. Install covers as needed.