



## HCVP HQS Annual Inspection Checklist for Landlords

Each unit in the Housing Choice Voucher Program (HCVP) must pass a Housing Quality Standards (HQS) inspection each year. The checklist below is a tool for owners/landlords to prepare their unit for an HQS inspection. This checklist highlights some of the COMMON violations found during unit inspections. The items on this checklist must be working or completed **prior** to the HQS inspection. Please check all conditions that apply:

### General

- The unit must be empty/vacant from previous tenant, and free and clear of all furnishings and debris.
- There must be working smoke detectors properly mounted on each level of the unit including the basement and walk up attics.
- All construction/rehabilitation (painting, carpet replacement, etc.) must be completed.
- The entire unit shall be in a clean and sanitary condition.
- The entire unit must be freshly painted.
- Utilities (water, gas, electric) must be turned on for the completion of the inspection.
- No chipping or peeling paint, cracks, holes or loose plaster inside or outside the unit.
- Interior and exterior wood surfaces shall be properly painted and kept intact at all times.
- There must be a permanently installed working heating system.
- The hot water heater tank must have a temperature pressure relief valve with downward discharge pipe made of galvanized steel or copper tubing that is between six inches to eight inches from the floor or directed outside the unit (no PVC). CPVC is acceptable.
- There must not be any plumbing leaks.
- All plumbing fixtures must have P-traps to prevent sewer gas from leaking into the unit.
- The floor covering cannot be torn or have holes that can cause someone to trip. Carpets if installed shall be clean and free of stains.
- All electrical outlets/switches must have cover plates and be in good working condition.
- All ground fault circuit interrupters (GFCIs) must work properly.
- All ground floor windows and exterior doors shall open and close as designed and must have working locks. Doubled keyed dead bolts are not permitted.
- All security bars and windows must have a quick release mechanism.
- All sliding glass doors must have a lock or security bar on the door that works.
- Each living space must have two means of fire egress (i.e. door & window)
- Windows and doors shall be weather tight with glass free of cracks to prevent wind, air or rain penetration.
- No room which contains a furnace, open flame heating unit without proper ventilation or gas meter is designated as a bedroom.
- Bedrooms shall have at least seventy (70) square feet of floor space and a separate entrance without going through another bedroom.

### **Kitchen/Bath**

- Stove must be clean and in working order and secured.
- Refrigerator must be clean and be in working order with a good door seal.
- Hot and cold running water in the kitchen and bathroom(s).
- There must be a shower or bathtub that works.
- There must be a flush toilet that works, is securely mounted and does not leak.
- The bathroom must have either an outside window or an exhaust fan vented to the outside.
- There must not be any plugged drains (check for slow drains).

### **Exterior**

- House or apartment shall be properly numbered or lettered with the proper illumination (lighting)
- There must be stepping stones or walkway to the unit
- The roof must not leak. Indications of a leak are discolorations or stains on the ceiling.
- All common hallways, walkways, and parking areas shall be free of cracks and tripping hazards and properly illuminated.
- Weeds and grass shall be less than four (4) inches in height
- All units shall have adequate garbage containers with covers
- If there are stairs and railings, they must be secure.
- Four or more exterior stairs must have handrails 34 inches to 38 inches from the ground.
- Walk offs or porches 30 inches above grade must have guard rails 36 inches from the ground.

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**This checklist covers the majority of violations that cause a unit to fail. For additional information on what will bring your unit to code, please refer to the DCMR Title 14, HUD Housing Quality Standards guidelines (HQS), and BOCA National Property Maintenance Code.**

**If you have any questions or concerns, please call (202) 535-1000 and ask for the Inspections Division.**