

Section 8 Housing Assistance Programs

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Housing Assistance Programs Introduction

The following standards have been derived from HUD's regulations for the Section 8 Program at the Charlotte Housing Authority. As the Authority has incorporated the City Of Charlotte Housing Codes in its overall standards, there will be some regulations which are more stringent than HUD requirements. Additionally, the Authority has determined other situations that deserve a higher standard than that issued by HUD in order to provide more desirable conditions in this area. The compilation of requirements is intended to assist Owners and Landlords in the preparation of properties to be entered into the Section 8 Program, to provide guidance in the annual re-certification process, as well as insures compliance of all properties already in the program. The end result of the process is to provide decent, safe and sanitary housing for those families which have qualified for assistance and ensure that funds provided by HUD for this purpose are not being used for what is considered substandard housing. In order to provide the following information in an easy to follow procedure, the regulations have been broken down into a format similar to the inspection checklist form used for each property. Whenever there is a FAIL or INCONCLUSIVE rating, there will be a corresponding notation on the Failed Detail Report indicating the extent and description of the violation to be corrected or repaired. When the form indicates a PASSING condition there may be some condition mentioned in the comment space adjoining which is intended as a note for future reference, but may not require any action by the owner. Any conditions listed on the Failed Detail Report will have a room indication which will clarify where and what is to be corrected. Due to the lack of space for some specific categories (i.e., interior doors, closets, etc.) some failures or conditions may be linked with listed categories which are most closely aligned or associated with the particular area of concern. In such cases there will be adequate description of what is affected or in question. Any comments, violations or conditions listed which are confusing to the Owner/Landlord may of course be questioned. Any such questions should be directed to the Inspector who performed the inspection; he/she will be listed on this report.

NOTE: ALL UTILITIES INCLUDING, GAS, ELECTRIC AND WATER, MUST BE OPERATING AT THE OWNERS'/LANDLORDS' EXPENSE AT THE TIME OF THE INITIAL INSPECTION. IF ALL UTILITIES ARE NOT OPERABLE THE INSPECTION WILL NOT BE CONDUCTED. IN ADDITION, THE UNIT MUST BE FREE FROM PAINT DEFECTS AND IN MOVE-IN CONDITION.

THE SECTION 8 PROPERTY RATING SYSTEM

A Section 8 rating system has been implemented to increase the housing quality standards of property owners participating in the Section 8 program. CHA has contracted with a local engineering firm, Professional Service Industries (PSI) to develop a quantitative evaluation rating system for the exterior appearance of a property using the City of Charlotte Code Enforcement Standards (CCES) and U.S. Department of Housing and Urban Development (HUD) Housing Quality Standards (HQS). PSI conducts an inspection of the exterior of the structure, landscaping, foundation, sidewalk and driveway. CHA conducts an inspection of both the exterior and interior structure of the unit. Both PSI and CHA inspections incorporate CCES and HQS requirements.

CHA has a system in place to ensure there are no serious problems with unit interiors. Although CHA's rating system does not include the evaluation the unit interior structure of Section 8 properties, the requirements have not been eliminated or decreased. As required by HUD HQS inspections continue to be conducted on the interior and exterior prior to voucher issuance, during the recertification period and if there are any complaints during the lease period. In addition CHA will conduct Quality Control inspections from a sample of properties of more than 4,500 participants.

The intent of the exterior PSI inspections is to establish a system that provides a greater level of monitoring and enforcement for problem landlords. A sample of properties from approximately 1,600 landlords will be inspected. The goal is to encourage landlords to maintain all properties such that the property receives a rating of C or better. Below is the rating system utilized by PSI.

RATINGS CHART	
A	6 (.4%)
B	893 (59.4%)
C	597 (39.7%)
D	8 (.5%)
E	0

The data represents 1,504 inspections conducted by PSI. Nearly 60% (893) of units subsidized in the Section 8 program have received a rating of "B".

The intent of the CHA inspections rating system also provides a greater level of monitoring and enforcement for problem landlords. Below is a list of items that will be evaluated for scoring of properties listed with CHA.

1. Exterior / Foundation

Comments Pass Fail

1.1 Sidewalk/Driveway **1.2** Structure Foundation **1.3** Crawl Space / Slab
1.4 Firm Ground/Properly Drain/Dry/No Water Running Under Structure
1.5 Sound Footing/No Loose Mortar/Masonry

2. Exterior / Yard / Landscaping Pass

2.1 Yard / Landscaping **2.2** Abandoned Vehicles **2.3** Signs of Rodent/Infestation/Hornet Nest

3. Exterior / Structure Pass

3.1 Walls/Siding **3.2** Porch / Steps / Rails **3.3** Garage Door / Car Port **3.4** Roof /Gutters Chimney

4. Exterior Windows / Doors

4.1 Windows **4.2** Doors

17. Heating and Plumbing

17.1 Adequacy of Heating Equipment **17.2** Adequacy of Cooling (If supplied) **17.3** Water Heater
17.4 Water Supply **17.5** Exterior Plumbing **17.6** Interior Plumbing **17.7** Sewer

18. General Health and Safety

18.1 Egress Into / Out of Structure **18.2** Elevators **18.3** Fire Exits **18.4** Evidence of Infestation
18.5 Garbage and Debris **18.6** Refuse Disposal **18.7** Interior Stairs and Common Halls **18.8**
Heat/Air System Return Vents **18.9** Working Smoke Detectors in Required Areas **18.10** Working
Carbon Monoxide Detectors in Required Areas **18.11** Site and Neighborhood Conditions

Section 1 Lead Paint Standards

(TYPES OF HOUSING NOT COVERED)

- ☐ Housing built since January 1, 1978, when lead paint was banned from residential use.
- ☐ Housing exclusively for the elderly or people with disabilities, unless a child under age 6 is expected to reside there.
- ☐ Zero-bedroom dwellings, including efficiency apartments, single-room occupancy housing, dormitories, or military barracks.
- ☐ Property that has been found to be free of lead-based paint by a certified lead based paint inspector.
- ☐ Property where all lead-based paint has been removed.
- ☐ Unoccupied housing that will remain vacant until it is demolished.
- ☐ Non-residential property.
- ☐ Any rehabilitation or housing improvement that does not disturb a painted surface.

FOR MORE INFORMATION

If you want copies of the regulation or have general questions, you can call the National Lead Information Center at (800) 424-LEAD, or TDD (800) 526-5456 for the hearing impaired.

Section 2 Electricity

OUTLETS REQUIRED

- ☐ A **living room** requires two outlets or, one outlet and one permanently installed ceiling or wall light fixture.
- ☐ A **kitchen** requires one working outlet AND one permanently installed wall or ceiling fixture in working condition (a working outlet cannot substitute for a light fixture.)
- ☐ A **bathroom** requires a permanent light fixture, in working condition. (An outlet cannot substitute for a permanent light fixture.)
- ☐ A **bedroom** or any other room used for sleeping (Code 1) requires two outlets, or one outlet and one permanently installed light fixture.
- ☐ All **other rooms** used for living (Code 2-6) require a means of natural or artificial illumination such as a light fixture, a wall outlet to serve a lamp, a window in the room or adequate light from an adjacent room.

INSTALLATION

- ☐ Each outlet must be **permanently installed** in the baseboard, wall or floor of the room.
- ☐ A single outlet may have **more than one receptacle** (even if more than one receptacle is present in the outlet, it is to be counted only as one outlet).
- ☐ Do not count **special purpose outlets**, i.e. a dedicated outlet for a window air conditioner.
- ☐ A **permanently installed light fixture** is one which is securely fastened to a ceiling or wall and is not moveable (designed to be hard wired).
- ☐ These cannot be counted as an outlet or light fixture for HQS purposes:
 - Table or floor lamps, Ceiling lamps plugged into a socket, An extension cord plugged into another plug

☐ **Items which will cause a failed rating:**

- **All grounded (3 prong outlet) must be properly grounded or change the first outlet on the circuit with a working GFCI outlet or replaced by a 2 prong outlet.**
- Insulated wires indicating fraying or wear
- Improper splicing of wires
- Missing cover plates on outlets and switches.
- The acceptability of the location of outlets and fixtures is a tenant preference.
- Rubber or plastic coated electrical wiring mounted on the exterior surface of a wall or ceiling in a manner that could result in its being broken, cut or otherwise damaged: Surface mounted nonmetallic sheathed (NMS) wire such as "Romex"
- Any wiring of this type must be securely attached to the wall or ceiling, out of the way of traffic.
- A metal-sheathed electrical wire can be mounted on wall and ceiling surfaces irrespective of location (i.e., electrical wire enclosed in conduit).
- A lamp cord which is being used as a permanent part of the electrical system.
(This type of cord is not heavy enough to be used in the electrical system and could result in a fire).
- A non-working outlet
- Electrical cords which run under rugs or other floor coverings (a potential fire hazard).
- Improper connections, insulation or grounding of any component of the electrical system.
- A wire laying in or located near standing water, too near where water might splash or any other unsafe place.
- An outlet or electrical heating appliance very close to a bathtub (poses a "shock" hazard).

ELECTRICAL HAZARDS

- ☐ An electrical hazard is:
- A broken or frayed electrical wire(s), indicating wear or age.
 - An exposed or bare metal or copper wire(s), not covered by rubber or plastic insulation.
 - A loose or improper wire connection to an outlet or improper splicing of wire(s).
 - A light fixture hanging from an electrical wire or cord with no other firm support.
 - A missing or cracked switch and/or outlet cover plate(s).
 - An exposed fuse box connector or connections, missing knock-outs.
 - Overloaded circuits evidenced by frequently "blown" fuses or "tripped" breakers with hazard of electrocution or fire.
 - Over fused circuits

Section 3 Security

LOCKS FOR WINDOWS

- The requirements are:
 - Usable windows within 6 feet of the ground.
 - Locks installed on windows must work and when placed in the locked position, hold securely.
 - A window that is nailed shut is not acceptable:
 - It is needed as an alternate means of an exit in case of fire.
 - This seriously decreases air circulation within the unit.
 - It is required to be usable for sleeping room purposes.
 - Security bars may be accepted if they are used to lock sliding windows.
 - Acceptable types of locks include:
 - Window units with sash pins or sash locks.
 - Combination windows with latches.
 - It is a **tenant preference** to determine the acceptability of the types of locks provided on windows and doors except for the chain lock and bolt lock restrictions discussed above.
 - No Plexiglas should be used

LOCK FOR DOORS

- The requirements are:
 - All locks should be operable and fastened securely to the door.
 - **Please note any deadbolt lock that requires a key from the inside must be changed to a single cylinder deadbolt (thumb latch).**
 - The lock “striker plate” should be operable and fastened securely to the door frame.
 - The presence of only a chain lock is not acceptable and will not permit the unit to pass.
 - A simple “bolt lock” is not acceptable and is inadequate if it is the ONLY lock on the ONLY door of the unit.
 - The door frame must be strong enough to cause the door and lock to close securely.
 - The doors and component parts must be free from damage that would seriously affect their use and ability to be locked such as:
 - Splits
 - Cracks
 - Holes

Section 4 Kitchens

BASIC OBJECTIVES IN RATING KITCHENS

- ☐ To verify that the dwelling unit contains a kitchen or kitchen area for the preparation and storage of food, along with the necessary appliances.

DEFINITION

- ☐ A kitchen is defined as being a separate room or area of a larger room which is used primarily for preparation of meals.

Defined by function, a kitchen:

- ☐ Is used primarily for the preparation and storage of food.
- ☐ A bedroom with a refrigerator in it cannot be defined as a kitchen.

Defined by facilities contained, a kitchen or kitchen area must have:

- ☐ A separate kitchen sink for preparing food and washing dishes, with piped hot and cold water which drains into an approved system.
- ☐ A stove for cooking food.
- ☐ A refrigerator for storing food.
- ☐ Facilities and services for the sanitary disposal of food waste and refuse.

REQUIRED ITEMS

ELECTRICITY

- ☐ The kitchen must have 1 working outlet AND 1 working, permanently installed light fixture.
- ☐ Two outlets without a permanent light fixture are not adequate.

WINDOW CONDITION

- ☐ A window is not required, nor is a kitchen vent.
- ☐ If a window is present, it must be free of signs of severe deterioration or broken panes.
- ☐ No Plexiglas should be used

GENERAL APPLIANCE HAZARDS

- ☐ They must be free of hazardous conditions including a damaged or broken stove, sink or refrigerator that endangers the users.
- ☐ There must be no evidence of gas or water leakage that presents the danger of fire or electrical shock.
- ☐ The stove and refrigerator must be free of potential hazards due to improper hookup.

OVEN AND STOVE OR RANGE

- ☐ Both the oven and stove (or range) with top burners must be present and working.
- ☐ Check both *Broil* and *Bake* functions.
- ☐ They may be provided by the landlord or the tenant.
- ☐ Tenant owned microwave ovens may be substituted for a tenant supplied oven and stove or range if:
 - ☐ The tenant agrees, **and**
 - ☐ Microwave ovens are furnished instead of an oven and stove or range to **both** subsidized and unsubsidized tenants in the building or premises.
- ☐ If these are owner supplied and are not present, a FAIL rating is required.

- ☐ If these are tenant supplied and are not present, an INCONCLUSIVE rating should be given (check with tenant to verify they will be supplied in working condition).
- ☐ Hot plates are not acceptable.
- ☐ Chipped or cracked burner rings pass with comment if they adequately support pots and pans.
- ☐ If the gas and/or electric service is shut off but appliances are present an FAILED rating is required
- ☐ All stove or range burners must work.
- ☐ All operating knobs must be present.
- ☐ A hazardous gas hook-up, evidenced by a strong gas smell, requires a FAIL rating.
- ☐ A missing oven door handle would FAIL.
- ☐ Must be clean

REFRIGERATOR

- ☐ To be acceptable, the refrigerator must meet certain criteria:
 - It may be located in a back hall or pantry.
 - It must maintain a temperature low enough to prevent food from spoiling over a reasonable period of time.
 - It must have some capacity for storing frozen food.
 - If a refrigerator is not present, apply the same criteria as for the stove or range.
 - It must be large enough for the family size.

SINK

- ☐ To be acceptable, the sink must meet certain criteria:
 - It must have running hot and cold water. (If there is no hot water because the unit is vacant, check FAILED. Verify with owner or manager that hot water is available when services are turned on.)
 - It must have a drain, properly connected to an approved system, with a gas trap.
 - It must be free of leaks which will result in water loss and damage to the unit
- ☐ A bathroom sink will not satisfy this requirement.
- ☐ It is wise to check for leaks under the sink while the water is running.

SPACE FOR STORAGE AND PREPARATION OF FOOD

- ☐ The unit must provide space for storage, preparation, and serving food.
- ☐ Space for this purpose is defined as: Pantries or closets which contain shelves
- ☐ If no built-in space is provided, a table and portable storage cabinet is acceptable.
- ☐ If there is no built-in storage space and no room for a table and storage cabinet, a FAIL rating is required.

Section 5 Room Standards

WINDOWS

BASIC OBJECTIVES IN RATING WINDOWS

- ☐ To assure that the windows are located in certain rooms, that windows are usable where required, and that all windows in the room are reasonably weather tight.
- ☐ No Plexiglas

LOCATION AND USABILITY REQUIREMENTS

- ☐ The requirements for location and usability vary by room type:
 - Living room requires a window, but does not have to be usable.
 - Kitchen: no requirements
 - Dining room: no requirements
 - Bedroom (or any other room used for sleeping): window is required, must be usable if designed to be usable.
 - All bathrooms:
 - If a window is present; it must be usable if it is the only means of ventilation.
 - If no window is present, there must be an exhaust vent system.

Ventilation system types maybe electric fans, gravity flow, or shafts designed for this purpose.

All sleeping room windows must open. If they were designed to be open, they must open and stay up while open. All sleeping rooms must be 70 square feet or more and have closet space. All walls and ceilings must have fresh painted and free from any holes and or defects. All sleeping rooms must have privacy so that you cannot walk from one room to another room. All bedrooms must have doors with exception of studio apartments. To be considered a sleeping room, screens are required if you don't have central air. A screen is required in the bathroom if you do not have a fan.

Section 6 Bathrooms

BASIC OBJECTIVES IN RATING BATHROOMS

- ☐ To assure that there is at least one bathroom present in the dwelling unit for the exclusive use of the occupant and that there is a working toilet, washbasin, and tub or shower.

REQUIREMENTS

- ☐ Each unit must have a bathroom.
- ☐ The bathroom must be in a separate room, with a flush toilet in operating condition.
- ☐ The unit **MUST** have a fixed basin with a sink trap and hot and cold water in operating condition
- ☐ The unit **MUST** have a shower or a tub with hot and cold water in operating condition.
- ☐ These facilities must be connected to an approved disposal system.
- ☐ These facilities may be scattered within the unit (such a toilet in one enclosure and washbasin in another area).
- ☐ Only 1 bathroom is required
- ☐ If present, additional bathroom facilities must include:
 - Usable window or other adequate exhaust ventilation and a permanent light fixture.
 - The washbasin or sink must have a gas trap.
 - Room must be free of serious health and sanitary problems, such as:
 - A clogged toilet
 - A serious water leak
 - Sewer gas

ELECTRICAL REQUIREMENTS

- ☐ Each bathroom must have one permanent light fixture in working condition.
- ☐ No separate outlet is required.
- ☐ An outlet cannot be substituted for a permanent light fixture.
- ☐ Outlets or electrical appliances located too near the tub are considered a hazard.
 - An outlet or appliance too near where water may splash is considered a hazard
 - An outlet located on a medicine cabinet is not a hazard.

HAZARDOUS CONDITIONS TO INSPECT FOR

- ☐ The bathroom must be free of hazardous conditions such as damaged or broken fixtures that endanger the user or which may result in severe leakage or flooding around pipes, the base of the toilet, washbasin, and bathtub or shower area.
- ☐ Sometimes these hazardous items, such as a broken fixture where someone could get cut, are rated under General Health and Safety, instead of under Bathroom on the inspection form.
- ☐ The condition of windows, ceilings, walls, and floors must be inspected to ensure no unsanitary condition exists.

FLOOR CONDITION

- ☐ The floor of the bathroom must be in sound condition.

FAIL RATINGS FOR FLOORS

- ☐ Hazardous defects which would result in a FAIL rating include floor damage caused by water from the tub or shower.

TOILET

- ☐ Location requirements include:
 - ☐ It must be contained within a separate room in the unit.
 - ☐ It must be available for the exclusive use of the occupants of the unit. Facilities which are used by occupants of other dwelling units are not acceptable.
- ☐ It must provide for privacy, i.e., door, curtain, etc...

FAIL RATING CONDITIONS FOR TOILETS

- ☐ Not being connected to a water supply.
- ☐ Not being connected to an acceptable drainage system.
- ☐ Faulty connections resulting in a severe leakage of water or gases (check for water on the floor and odor of gas).
- ☐ Not flushing
- ☐ Clogged
- ☐ Mechanism within the water closet does not work
- ☐ Water service off.

WASHBASIN

- ☐ To be acceptable, the washbasin must meet certain requirements. These include:
 - Location
 - It must be permanent (a portable washbasin is not acceptable).
 - A kitchen sink is not acceptable for this purpose
 - It may be located separate from other bathroom facilities, but must be within the unit.

FAIL RATINGS FOR WASHBASINS

- ☐ Hazardous defects which would result in a FAIL rating include:
 - Not connected to a system that delivers hot and cold running water.
 - Lack of gas trap.
 - Not connected to an approved drainage system
 - Clogged
 - Evidence of severe leakage of water or the presence of sewer gas.

TUB OR SHOWER

- ☐ To be acceptable, the tub or shower must be located within the unit, but may be separated from the rest of the facilities.

FAIL RATINGS FOR TUB OR SHOWER

- ☐ Conditions which would require a FAIL rating are identical to those for the washbasin.

PASS WITH COMMENT CONDITIONS

- ☐ Low water pressure

VENTILATION

- ☐ To be acceptable, a bathroom must meet certain ventilation requirements. These requirements include:
 - Venting to the outside, attic or crawlspace, or
 - A usable window or working exhaust system.
- ☐ Types of acceptable systems are:
 - Electric fan vent, which may be either wall or ceiling mounted (the fan must operate when there is electric current and the switch is on).
 - A gravity flow/chimney effect vent pipe or shaft that permits air escape to the outside without the use of an electric fan.

FAIL RATINGS FOR VENTILATION

- ☐ The absence of any ventilation system would require a FAIL rating.

Section 7 EXTERIOR

☐ To assure that:

- The foundation has the capacity to properly support the building and keep ground water out of the basement under normal rainfall conditions.
- The condition of all exterior stairs, railings, and porches are sound and free from hazards.
- The tenant is not exposed to any risk of structural collapse of the chimney and that the chimney is capable of safely carrying smoke, fumes, and gasses from the unit to the outside.
- The dwelling is free from hazards of lead-based paint.

FAIL RATINGS FOR FOUNDATIONS

☐ Conditions which would require a FAIL rating include:

- Severe structural defects indicating the potential for collapse.
- Structural instability indicated by evidence of major recent settling.
- Cracks or holes
- Sections of crumbling brick, stone or concrete
- Undermining of footings, walls, posts, or slabs.
- Deterioration of wood support members resulting from water damage or termites.
- Entry of significant ground water into unit or crawl space (flooding of basement).
- Foundation vents must have screens and in good order.

STAIRS, PORCHES AND RAILS

☐ The condition and equipment of exterior stairways, porches, walkways, etc., must not present a danger of tripping and falling.

FAIL RATINGS FOR STAIRS, PORCHES AND RAILS

☐ Conditions which would result in a FAIL rating include:

- Broken, rotten or missing steps or boards.
- Absence of a handrail where there are four or more consecutive steps which include at sidewalks and driveways.
- Absent or insecure railings around a porch or balcony which is 30 inches or more above the ground.
- All new railing is to build to city code with a 4" max. Handrail/guardrail height 30-38 inches from treads nosing. Handrail grip shall not be more than 2-5/8 inches in cross-sectional. Exception: exterior handrail grip shall not be more than 3-1/2 inches.

INSPECTION TIPS

- ☐ Steps which lead to the unit but are not physically attached to the building are to be included.
- ☐ If the unit is part of a multi-unit structure, inspect and rate only the exterior stairs, porches, and rails associated with this tenant family's unit, or which are frequently used by the tenant family.

ROOFS AND GUTTERS

- ☐ The roof must be structurally sound and weather tight.
- ☐ The roof would receive a PASS rating if, during the inspection:
 - No visible signs of internal water damage were visible.
 - The roof could not be seen (record as "unobservable").
- ☐ If the defect or condition does not affect the tenant family's unit, it is a PASS WITH COMMENT.
- ☐ Gutters are not required and their absence cannot lead to a FAIL rating.

FAIL RATINGS FOR ROOFS AND GUTTERS

- ☐ Conditions which would require a FAIL rating include:
 - Serious buckling or sagging, indicating the potential for structural collapse.
 - Holes or other defects which would allow significant amount of water or air to enter the unit.
 - Water damage to interior ceiling (indicating leaks).
 - If a significant amount of water is allowed to enter the unit, resulting in the rotting of an interior wall.
 - Tree limbs on the roof.
 - Gutters need cleaning.

Failed Rating for Yard

- Cars without tags and uncovered
- Cars on grass
- Trash in yard
- Furniture not designated for outside use on porches/ yards

EXTERIOR WALLS

- ☐ The exterior wall structure and surface must not have any serious defects.
- ☐ Conditions or defects which would result in a FAIL rating include:
 - Buckling, bowing or leaning
 - Cracks
 - Falling or missing pieces of masonry
 - Deterioration of portions of the exterior wall(s) which would allow water and serious amounts of air to enter the unit.
 - Holes or defects that would result in vermin infestation.
- ☐ The area would receive a PASS rating if the conditions did not affect the family's unit.

CHIMNEY

- ☐ Conditions which would require a FAIL rating include:
 - Leaning
 - Evidence of deterioration or disintegration such as many missing bricks or mortar.
 - Metal chimney parts that do not fit tightly and/or are improperly attached.

MANUFACTURED HOMES

- ☐ Manufactured homes must be securely anchored by a tie down device that distributes and transfers the loads imposed by the unit to appropriate ground anchors to resist wind overturning and sliding.
- ☐ Variances for areas of low wind zones may be approved by local HUD Field Offices.
- ☐ Alternative types of anchors, beams and foundation bolts are permissible if they meet manufacturer's specifications.
- ☐ One smoke detector is required on each level.
 - The detector must be present and in operating condition.
 - The detector should be tested during the inspection.

CARBON MONOXIDE

- **Effective 1/1/2010 all units that use fossil fuels (i.e. petroleum based, natural gas or coal) or have a fireplace or an attached garage must have one carbon monoxide detector per floor of that dwelling.** All others Must have at least one in the unit.

Section 8 Heating and Cooling System

BASIC OBJECTIVES OF RATING HEATING AND COOLING SYSTEM

- ☐ To assure that the occupant will have adequate heat in the unit during the heating season.
- ☐ To determine whether the unit is free from unvented fuel burning space heaters or other types of unsafe heating conditions.
- ☐ To determine whether the unit has adequate ventilation and cooling by means of usable windows or a working cooling system.

ADEQUACY OF HEATING EQUIPMENT

- ☐ Local codes SHOULD be considered in establishing standards.
- ☐ To be adequate, the system must be capable of maintaining a certain temperature during a designated time period.
- ☐ System must be capable of providing adequate heat DIRECTLY or INDIRECTLY to all rooms used for living.
- ☐ Directly means each room used for living has a heat source.
 - Source may be:
 - A working radiator
 - A working hot air register
 - Baseboard heat
 - Indirectly means heat can enter easily from an adjacent room (i.e., through a doorway). Unit 800 sq ft. or less.
- ☐ The PHA must determine if the heat level is adequate.
 - If the unit is occupied, ask tenant (may wish to obtain documentation).
 - If the unit is vacant, ask owner.
 - Compare the size of the system to the area to be heated.
 - In climates requiring heat, an adequate type of heat source must be available.
 - A kitchen stove with a built in heater is not adequate.
 - Portable electric room heaters are not acceptable.
- ☐ Absence of direct or indirect heat source in a room for living requires a FAIL rating for this area.

SAFETY OF HEATING EQUIPMENT

- ☐ Major concerns in the area of safety are:
 - The potential for fire
 - The potential for explosion
 - The escape of gas fumes or unvented gases into the living area.
 - Damage to the system, ducts, or fixtures so that heating is non-existent, inadequately distributed to the unit, or there is a potential for fire or other threats to safety.

FAIL RATINGS FOR SAFETY

- ☐ Conditions which would require a FAIL rating include:
 - Escaping gases from disconnected or broken vent pipes.
 - Unvented Fuel burning space heaters (electric heaters are acceptable).
 - Improper fuel storage and supply lines
 - Fuel storage tanks must be raised off the floor
 - A shut off valve must be located at the base of the tank

- Fuel lines running across floors must be protected
- Fuel leaks (check for excessive fuel oil stains).
- A fuel tank not vented and not filled from outside the unit.
- The lack of a manual shut off device for a gas burning furnace.
- Presence of combustible material around the furnace.
- The existence of an improper flue or chimney
- Lack of a proper vent
- A flue pipe and collar which do not fit tightly against a wall
- Inadequate clearance of combustible materials around the flue
- The flue not being properly directed from furnace to chimney (air ducts lead from furnace to floor registers and does not hot like flues).
- Improper installation of the equipment
- Improper maintenance of the equipment
- Heavy build up of soot and creosote around the chimney (this same type of build up would be present around the flue).
- Inadequate source of clear return air in the forced warm air system
- Return air not drawn from an area separate from the furnace area.
- Major leaks in radiators or duct work which may promote heat loss and affect the heating device's capability to satisfactorily heat all habitable rooms in the unit. A gap in duct work of 1 inch or more would constitute a fail Rating
- No combustion air provisions for a gas water heater or gas furnace located in an enclosed space

Section 9 Water Heaters

BASIC OBJECTIVES IN RATING WATER HEATERS

- ☐ To assure that the hot water does not present a hazard to the occupant.

REASONS TO FAIL A WATER HEATER

- ☐ Location which presents a hazard:
 - Gas water heaters may not be in bedrooms or other living areas where safety hazards may exist.
 - Exceptions may be made if safety dividers or shields are installed.
- ☐ Combustible materials are piled up against the heater.
- ☐ Gas leakage.
- ☐ Flooding danger.
- ☐ Seriously cracked or broken vent pipes on gas fired water heaters which allow byproducts of combustion gases to escape into the unit.
- ☐ Absence of temperature pressure relief valve and discharge line.
- ☐ Improper flues for venting exhaust gases.
 - Flues must have clearance from combustible materials.
 - Electric hot water heater does not require a flue.
- ☐ Leaks from hot water tank.
- ☐ Tag by the utility company indicating an unsafe condition.
- ☐ Electric Water heaters must be in BX cable when in a storage area used for storage or if area where tenant has easy access

Section 10 Water & Sewer

BASIC OBJECTIVES IN RATING WATER SUPPLY

- ☐ To determine whether the unit is served by an approved public or private water supply and to guarantee that the tenant will have adequate clean water.

REQUIREMENTS

- ☐ The water supply must be connected to an approved public or private system.
- ☐ A public system will pass
- ☐ A private well system:
 - Ask the owner whether the well has been tested in the past and whether it is an approved system.
 - Do not require a test
 - Contact the appropriate public agency if uncertain.

BASIC OBJECTIVES IN RATING THE PLUMBING

- ☐ To assure that the dwelling is not subject to serious plumbing problems involving leaking or corroded pipes that could present a hazard to the occupant

FAIL RATINGS FOR PLUMBING

- ☐ Conditions which would produce a FAIL rating include:
 - Main system pipes severely leaking
 - Ask the tenant how persistent the condition is.

INSPECTIONS TIPS FOR PLUMBING

- ☐ Inspect for leaks in the basement by observing whether there is water on the floor or in a bucket under the pipes.
- ☐ Observe the main water lines for dripping or severe corrosion or improperly sealed joints.

PASS WITH COMMENT CONDITIONS

- ☐ Moderate level of corrosion.

BASIC OBJECTIVE IN RATING SEWER CONNECTION

- ☐ To guarantee that the unit is connected to a properly working sewer system.

REQUIREMENTS

- ☐ The unit must be connected to an approved public or private system.
- ☐ If it connected to a city or town system, check pass.
- ☐ If it is a private system, ask the owner about the type of system and determine whether it meets local health and safety standards.
- ☐ Many homes in rural areas will have a septic tank in a field located away from the house. Check with local health authorities if uncertain.
- ☐ Check to see whether there is evidence of sewer back up that would warrant a FAIL rating.
- ☐ Ask the tenant if drains are regularly clogged or slow and be aware of any strong sewer gas smells or any wet areas outside of the unit caused by sewer or septic field back-up.

Section 11 Rating General Health and Safety

BASIC OBJECTIVES IN RATING GENERAL HEALTH AND SAEFTY

- ☐ To assure that the tenant has direct access to his her own unit, thereby assuring privacy of living quarters.
- ☐ To assure that the tenant has an alternate means of exit from the building in case of fire.
- ☐ To assure that the tenant will not be exposed to serious infestations of rats, mice or other potentially harmful vermin.
- ☐ To assure that the tenant is not exposed to health hazards resulting from accumulations of garbage or trash in or about the unit.
- ☐ To assure that the tenant has adequate means of storage and disposal of garbage and refuse.
- ☐ To assure that the interior stairways and common hallways of the building are safe and adequately lighted so that the tenant is not exposed to safety risks.
- ☐ To assure that the interior of the unit is free from any other hazards not specified or identified elsewhere.
- ☐ To assure that the occupant is not exposed to abnormally high levels of harmful gases or other noxious pollutants.
- ☐ To assure that the tenant is not exposed to any dangerous site or neighborhood conditions.

UNIT ACCESS

- ☐ The access to the unit by other than family members should be controlled.
- ☐ Family should not have to go through another unit to reach their own unit.
- ☐ Appropriate Emergency exits from the building should exist.
- ☐ "In law" apartments (areas not separated from the main area of the dwelling unit) should not be approved.
- ☐ The family must have private access without unauthorized passage through another unit or other private property.
- ☐ Location of a room within the unit is a tenant preference. Example: Having to go through a bedroom to reach a bathroom.

UNIT EXITS

- ☐ The unit must provide an alternate means of exit from the building (not the unit) in case of fire or other emergency.
- ☐ The exits cannot be blocked or obstructed by debris, used as storage area, secured by nailing, etc.
- ☐ Exits must meet local or state requirements and be considered adequate by the appropriate local officials.
- ☐ Acceptable types of exits are:
 - A fire escape or fire stairs.
 - A usable window if the unit is located on the first or second floor, or easily accessible to the ground.
 - Exit through windows with the use of a ladder if the windows are above the second floor.
 - A back door, opening onto a porch, with a stairway to the ground.
- ☐ The PHA must determine that the unit has private access and provides acceptable means of exit.

- All windows and doors should operate properly.
- Access or passage through another unit (i.e., by balcony), may be acceptable if there is a complete firewall between the units.

TENANT PREFERENCE

Tenant family should assist in determining if means of fire exit is acceptable.

INFESTATION

- ☐ A determination should be made concerning whether the unit is free from rats or infestation by mice and vermin.
- ☐ *Severe infestation* means a condition that is serious and persistent.
- ☐ The PHA must ensure that the unit has adequate barriers to prevent infestation.

INSPECTION TIPS FOR INFESTATION

- ☐ The presence of rats is indicated by large rat holes, droppings, runs and numerous rat settings.
 - If the unit is occupied, ask tenant if rats have been noticed.
 - Look for rats along walls, under piles of rubbish, behind or under boxes, boards or thick vegetation.
- ☐ Serious levels of mice infestation may be evidenced by sightings or droppings.
- ☐ Look for infestation around trash or garbage cans and around areas for food storage.

GARBAGE AND DEBRIS

- ☐ The unit should be free from heavy accumulation of garbage and debris, both inside and outside.
 - “Heavy accumulation” means large piles of trash, garbage and discarded furniture and debris.
 - This is a level of accumulation that cannot be picked up by an individual within one or two hours.
 - Accumulations of this nature usually results in severe levels of rats and/or infestation of vermin.

REFUSE DISPOSAL

- ☐ The unit must contain adequate, covered facilities for temporary storage and disposal of food wastes, approvable by a local agency.
- ☐ Adequate facilities are:
 - Trash cans with covers
 - Garbage chutes
 - Dumpsters (large scale refuse containers or boxes with lids)
 - Trash bags
- ☐ *Approved by a local agency* means that the local health and sanitation department approves the type of facility used
- ☐ If the unit is vacant and adequate covered facilities are not present, check the item as “Inconclusive.”
- ☐ Contact the owner or manager for verification of the facilities to be provided when the unit is occupied.
- ☐ Use local guidelines for number and/or type of facility required.

INTERIOR STAIRS AND COMMON HALLS

- ☐ This area is applicable to interior stairs in the unit, to common stairways and to common hallways.
- ☐ This area is not applicable to stairs in “secondary rooms not used for living”.

- ☐ Interior stairs and common halls must be free from safety hazards. The presence of such items require a FAIL rating and includes:
 - Loose, broken or missing steps
 - Absent or insecure railings
 - Inadequate lighting
 - An accumulation of objects or debris on steps
 - Ripped, torn or frayed stair coverings, such as carpets or mats
 - A large number of missing sections of vertical railing (called “balusters”)
 - The absence of lighting for treads and risers. (Note location and number of light fixtures if electric service is off. Obtain verification from the owner or manager that lights work when service is on.)
 - Handrails missing on a section of four or more steps
- ☐ Other hazards to be noted in section 8.6 of the inspection checklist are:
 - Electrical or tripping hazards on stairs or in common halls.

OTHER INTERIOR HAZARDS

- ☐ The interior of the unit must be free from any other hazards not specifically identified elsewhere.
- ☐ These types of hazards include:
 - Protruding nails
 - Broken bathroom fixtures with jagged edge(s).
 - Doors in danger of falling because of faulty hinges.
 - Storage rooms with exposed wiring under 4ft must be covered.

ELEVATORS

- ☐ If present and where required, elevators must have a current, local/state inspection certificate.
- ☐ Check to assure elevator appears to be in safe working condition.
- ☐ Ask tenant if the elevator works.
- ☐ If local inspection is not required, ride the elevator to determine operability.

INTERIOR AIR QUALITY

- ☐ The unit must be free from abnormally high levels of air pollution caused by carbon monoxide, sewer gas, fuel gas, dust or other harmful pollutants.
- ☐ “Abnormally” high means that pollutants are consistently present, constituting a health hazard.
- ☐ Types of external pollutants include but are not limited to:
 - Refineries
 - Pulp or paper plants.
 - Chemical industries.
 - Proximity to heavy traffic.
 - Proximity to truck or bus garages.
- ☐ Types of internal pollutants include but are not limited to:
 - Presence of sewer gas.
 - An improperly operating furnace.
 - A malfunctioning gas appliance.
- ☐ The unit must have adequate air circulation
- ☐ Bathroom areas must have one usable window or other adequate exhaust ventilation.
- ☐ Any room used for sleeping must have at least one usable window, if the window was so designed.

SMOKE DETECTORS

- ☐ Each unit must have at least one battery operated or hardwired smoke detector:
 - In proper operating condition.
 - On each level of the dwelling unit, including basements but excluding crawl spaces and unfinished attics.
- ☐ Detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74 or its successors (currently NFPA 72).
- ☐ For assistance in determining specific requirements mandated by the standard, the PHA should contact state or local fire officials with jurisdiction over the proposed property and with expertise concerning these requirements.
- ☐ For units assisted prior to April 24 1993, owners who installed battery-operated or hardwired smoke detectors before that date to comply with HUD smoke detector requirements will not be required to later comply with any additional requirements mandated by NFPA 74 (that is, the owner would not have to install a smoke detector in a basement not used for living purposes, nor would the owner be required to change the location of the detectors already installed on the other floors).

CARBON MONOXIDE

- Effective 1/1/2010 all units that use fossil fuels (i.e. petroleum based, natural gas or coal) or have a fireplace or an attached garage must have one carbon monoxide detector per floor of that dwelling. All others Must have at least one in the unit.

SMOKE DETECTORS FOR THE HEARING IMPAIRED

- ☐ If the unit is occupied by any hearing-impaired person smoke detectors must have an alarm system designed for hearing-impaired persons as specified by NFPA 74 (or successor standards).
- ☐ Detectors for the hearing impaired are to be requested by the family.
- ☐ An alarm with a visible signal must be installed in the bedroom occupied by the hearing-impaired individual and connected to a smoke detector outside of the bedroom.
- ☐ For rooms no larger than 14 feet by 16 feet, the visual alarm must have a minimum rating of 177 candelas.
- ☐ For larger rooms, the visual alarm must be within 16 feet of the pillow.
- ☐ If the visual alarm is installed more than 24 inches below the ceiling, a minimum rating of 110 candelas is allowed.

INSTALLATION REQUIREMENTS

- ☐ Installed outside of each separate sleeping area in the immediate vicinity of the bedrooms.
- ☐ On each story of the living unit, including basements and excluding crawl spaces and unfinished attics.
- ☐ In new construction, there must be a smoke detector in each sleeping room.
- ☐ A smoke detector placed in a basement must be in close proximity to the stairway leading to the floor above.
- ☐ Smoke detectors installed to protect a sleeping room must be located outside of

the bedroom but in the immediate vicinity of the sleeping area.

- ☐ Detectors must be:
 - Mounted on the ceiling at least 4 inches from a wall
 - On a wall with the top of the detector not less than 4 inches nor more than 12 inches below the ceiling. (If the wall or ceiling could be considerably warmer or colder than the room (such as poorly-insulated ceiling below an unfinished attic or exterior wall), the detector must be mounted on an interior wall.
 - Placed on the bottom of the joist if installed in an area with an open joist ceiling.
 - Located so that jarring or vibration will not cause accidental operation.
 - Mounted so that they are not supported by the wiring.
- ☐ Detectors may not be installed in kitchens or garages or other spaces where the temperature can fall below 32 degrees F or exceed 100 degrees F.
- ☐ In split-level units (i.e., adjacent levels with less than one full story separation), a smoke detector installed in the upper level will suffice for the adjacent lower level **unless there is a door between one level and the adjacent lower level.**
- ☐ Each detector shall make an alarm that is clearly audible in all bedrooms all over background noise with all intervening doors closed.
- ☐ Audibility is based upon the noise created by all household equipment that would be in operation at night (such as window air conditioners and room humidifiers).
- ☐ In new construction, if more than one detector is required, they will be arranged so that the operation of any detector will cause all other detectors to alarm.
- ☐ Hardwired smoke detectors must be an unswitched portion of a branch circuit or on a dedicated branch circuit.

SMOKE DETECTOR INSTALLATION – SPECIFIC LOCATIONS

- ☐ In rooms with ceiling slopes more than one foot of rise per eight feet, the detector must be on the high side of the room.
- ☐ A smoke detector in a stairwell must be placed to ensure that smoke rising in the stairwell cannot be prevented from reaching the detector because of an intervening door or obstruction.
- ☐ Unless specifically listed for this purpose, detectors may not be located closer than 3 feet from:
 - The door to a kitchen or bathroom containing a tub or shower.
 - Supply registers of a forced air heating or cooling system.
- ☐ Detectors must have an alarm with a minimum rating of 85 dba at 10 feet (or as low as 75 dba if installed in the same room as the user such as a bedroom).



ADVICE FOR LANDLORD'S ANNUAL INSPECTION

The CHA is required by HUD regulation 982.401 to conduct a Housing Quality Standards (HQS) inspection of each assisted unit at least annually to ensure that the unit meets minimum standards for continued participation on the Section 8 program. HQS applies to the building and premises, as well as the unit (interior and exterior). **On the rear of this notice are a sample of commonly noted fail items!**

The following information is provided by the Charlotte Housing Authority (CHA) Inspections Department to help you prepare your rental unit for the required Section 8 annual inspection. You can help with the process by doing your part in preparing the unit for the inspector's arrival and by making sure that your tenant has arranged to have someone who is at least 18 years of age or older present on the assigned day of the inspection. **Although the tenant is responsible for allowing the inspector access to the assisted unit, failure to permit the scheduled inspection will result in termination of your Housing Assistance Payment (HAP) contract. The CHA conducts inspections Monday through Friday between the hours of 8:00 AM and 5:00 PM!**

If the CHA is unable to access the assisted unit due to no entry on (2) separate attempts, the payments will be abated and you and your tenant will be notified via mail that the HAP contract terminates. If the assisted unit passes the initial Annual Inspection you and your tenant will be notified and no disruption in payment will occur. If the unit fails the initial Annual Inspection for owner/landlord noted deficiencies you will be notified of the deficiencies and provided a time period to make the repairs. Non-emergency repairs are afforded up to (30) calendar days for repairs and emergency repairs between 24 and 48 hours. If the unit fails, the CHA will schedule and conduct a **re-inspection**. If the unit passes inspection within the cure period you and your tenant will be notified and no disruption in payment will occur.

If the unit remains in fail status, the CHA will move to stop / "Abate" the HAP. Abatement is the period of time (typically no more than 60 days) where a CHA assisted unit fails inspection for owner / landlord noted deficiencies and the CHA stops payment to the owner / landlord. **Payments held during the Abatement period are not reimbursable and the tenant is not responsible for the CHA's portion of the rent during the abatement period.**

During the Abatement period the owner / landlord will be notified of the period of time now allowed to make the repairs before the HAP contract terminates (typically no more than 30 days). All requests for re-inspection during the abatement period must be made to the Inspections Department via phone, or abatementinspection@cha-nc.org. If the unit passes during the abatement period, payments will be released effective on the first day of the month following the date the unit passes. If the CHA is not able to release payments for the first of the month the payments will be released during the middle of the month following the date the unit passes inspection.

If the unit fails to pass inspection during the abatement period the owner / landlord and tenant will be notified that the HAP Contract will terminate and no further payments will be made. Upon termination of the HAP contract the CHA is no longer responsible for any further payments to the owner / landlord.

LANDLORD APPEALS

If the landlord does not agree with CHA's actions regarding an inspection the CHA will afford the landlord the opportunity to submit written objection. Any objections to a CHA decision relating to a CHA inspection must be in writing and must be received by the CHA within (10) business days of the CHA actions taken or date of the CHA notice of proposed actions (whichever date is later). The written objection must clearly identify the actions or inactions on the part of CHA, must identify the landlord / owner of the property, must include accurate contact information (mailing address/ email address and telephone number) for landlord / owner, must include the name(s) and address(es) of tenant(s) in question and must include a brief description of why the landlord/owner objects to CHA's actions or inactions. A written decision shall be rendered by CHA within (10) business days of receipt.

COMMON FAIL ITEMS

- Housing Quality Standards require all utilities (gas, electric, water, sewer) to be in service in order to test major systems (electrical, plumbing).
- Please check that there is no deteriorated paint (peeling, flaking, chipping, cracking, chalking).
- Please check that there is no water damage to ceiling, walls and subfloor (buckling, sagging, blistering, soft areas).
- Please check that there is no mold / mildew (ceilings, walls, windows, tubs, toilets).
- Please secure exterior and interior handrails.
- The inspector must check all wall outlets and switches. Make sure there is room around furniture and stored items along the walls to allow for easy passage by the inspector.
- Make sure the residence is clean. Remove all trash and debris surrounding the outside of your unit including patios/porches and the inside of your residence.
- Make sure that there are no roaches, ants or other pest infestation.
- Make sure the kitchen area is clean including the stove, refrigerator and countertop space. The inspector will look for any unsanitary conditions within all areas of your home. Remove pots and pans from the stove to allow testing of the burners and oven.
- Please ensure that there are no tripping hazards (torn or loose flooring / carpet).
- Please check plumbing for faucet leaks, running toilets, loose toilet seats, broken pipes/ fixtures, missing sewer caps / drain covers, slow drain or stopped drains.
- Please ensure that bathroom has proper ventilation (windows or operating exhaust fans).
- Please ensure that furnace is heating properly and that owner provided air is cooling properly.
- Please check water heaters for missing discharge lines or improper termination.
- Please ensure proper operations of all owner provided appliances (refrigerator / stove).
- Be sure to remove nails and any obstructions from windows so windows open, close and lock freely.
- Smoke detectors (including carbon monoxide detectors) must be operable. Inspectors will test all alarms within the assisted unit.
- There should be no combustible materials stored near the hot water heater and furnace.
- Please ensure that all exterior doors and windows are weather tight (weather stripping / caulk).
- Please make sure gutters and downspouts are free of debris/leaves and that there is no sagging or separation from roof / siding.
- Please make sure there are no trip hazards (buckling sidewalks, holes in foundation / yard).
- Grass and shrubs must be cut /trimmed and weeds removed.
- Kerosene heaters are strictly forbidden including the use of unvented space heaters.
- Interior doors must have working knobs and be able to open and close properly. Exterior doors must be able to open, close and lock properly without obstruction.
- Cover non-working vehicle(s) with a car cover or remove non-working vehicles that are untagged and/or have expired registration on property.

The items above are provided to you for reference only and do not constitute all noted deficiencies. Rather, the above items are a list of items that most commonly cause a unit to fail the HQS inspection. We recommend that you or your agent conduct a pre-inspection of the unit and at a minimum correct any of the above noted deficiencies prior to the scheduled inspection.

We trust that this information proves helpful and we look forward to your unit meeting HQS requirements! Visit www.socialserve.com for a copy of the CHA Section 8 Housing Quality Standards (HQS) brochure!



ADVICE FOR TENANT ANNUAL INSPECTION

The following information is provided by the Charlotte Housing Authority (CHA) Inspections Department to help you prepare for the required inspection of your unit. You can ensure that your unit passes inspection by doing your part in preparing for the inspector's arrival and making sure either you or someone who is at least 18 years of age or older is present on the assigned day of your inspection. **Failure to permit the scheduled inspection of your unit may result in termination of your Section 8 assistance.**

- The inspector must check all wall outlets and switches. Make sure you allow room around furniture and stored items along the walls.
- **Clean your residence. Remove all trash and debris surrounding the outside of your unit including patios/porches and the inside of your residence.**
- Clean your kitchen area including the stove and refrigerator. The inspector will look for any unsanitary conditions within all areas of your home. Also remove pots and pans from the stove to allow testing of the burners and oven.
- **Housing Quality Standards require you to have all utilities connected and in service as a condition of your Section 8 benefits. UTILITIES (gas, electric, water) MUST REMAIN IN SERVICE YEAR ROUND TO AVOID TERMINATION OF YOUR SECTION 8 ASSISTANCE.**
- Remove nails and any obstructions from windows.
- Clean and remove any mildew and dirt from bathroom fixtures and walls.
- **Cover non-working vehicle(s) with a car cover or remove non-working vehicles that are untagged and have expired registration on property.**
- Check all smoke detectors (including carbon monoxide detectors) within your home and replace batteries. Inspectors will test all alarms within your home.
- **Cut your grass, trim shrubs and remove weeds surrounding your unit.**
- Under HUD regulations, the use of kerosene heaters in Section 8 residences is strictly forbidden including the use of unvented space heaters.
- Interior doorknobs: If you have replaced the landlords' doorknob equipment with key locks of your own, the locks must be removed. Also remove slide bolts, clasps and padlocks.
- Remove any combustible materials from the area surrounding the hot water heater and furnace.
- Make sure that your unit is accessible for the inspection. It is important that the landlord has access to the unit for repairs or any final inspection. Your delay may cause the landlords rent into abatement.

The annual inspection of your unit is governed by HUD regulations to insure compliance of all properties that participate in the Section 8 program. You have the responsibility to be available for any necessary inspections of your unit. The end result is to provide decent, safe and sanitary housing for all families. The above advices are suggestions that you can do to help us- help you make the inspections flow more effective. Inspectors must have access to the entire unit and property in order to complete the inspection process. If the CHA is unable to access the assisted unit due to no entry on (2) separate attempts, your assistance will be recommended for termination.

REINSPECTIONS FOR COMPLIANCE: If your annual inspection does not pass Housing Quality Standards (HQS) for tenant deficiencies you will be given an opportunity to correct your violations within thirty (30) days from the date of the failed inspection for non-emergency items. All emergency items must be corrected between 24 and 48 hours of the failed inspection date. Please be advised that disconnected utility services are considered emergency fail items.

If the tenant deficiencies are not corrected and the CHA does not pass the unit after the (30) day cure period you will be notified via mail that your assistance is being recommended for termination. All further requests will need to be directed to our Compliance Department during and after this period.

We appreciate your cooperation as it saves time and money

Participant Annual Inspection Insert_Revised 021909

LANDLORD INITIAL INSPECTION INFORMATION SHEET

The CHA is required by HUD regulation 982.405 to inspect the unit leased to a family prior to the initial term of the lease to determine if the unit meets the Housing Quality Standards (HQS). HQS applies to the building and premises, as well as the unit (interior and exterior). Below is a list of commonly failed items. Please read each carefully, **initial each box**, sign and date the back and return this form along with other requested RFTA documents.

Commonly Noted Fail Items

	Housing Quality Standards require all utilities (gas, electric, water, sewer) to be in service in order to test major systems (electrical, plumbing).
	Please check that there is no deteriorated paint (peeling, flaking, chipping, cracking, chalking).
	Please check that there is no water damage to ceiling, walls and subfloor (buckling, sagging, blistering or soft areas).
	Please check that there is no mold / mildew (ceilings, walls, windows, tubs, toilets)
	Please secure exterior and interior handrails.
	Please check all wall outlets and light switches.
	Make sure the residence is clean. Remove all trash and debris surrounding the outside of your unit
	Make sure that there is not any infestation.
	Make sure the kitchen area is clean including the stove, refrigerator and countertop space
	Please ensure that there are no tripping hazards (torn or loose flooring / carpet).

	Please check plumbing for faucet leaks, running toilets, loose toilet seats, broken pipes/ fixtures, missing sewer caps / drain covers, slow drain or stopped drains.
	Please ensure that bathroom has proper ventilation (windows or operating exhaust fans).
	Please ensure that furnace is heating properly and that owner provided air is cooling properly.
	Please check water heaters for missing discharge lines or improper termination.
	Please ensure proper operations of all owner provided appliances (refrigerator / stove).
	Be sure to remove nails and any obstructions from windows so windows open, close and lock freely.
	Smoke detectors (including carbon monoxide detectors) must be operable. Inspectors will test all alarms within the assisted unit. Please provide the required number of smoke detector and/or carbon monoxide detectors required according to housing code. <u>Please note effective 1/1/2010 by HUD, all units that use fossil fuels (i.e. petroleum based, natural gas or coal) or have a fireplace or an attached garage must have one carbon monoxide detector for each floor of that dwelling.</u>
	There should be no combustible materials stored near the hot water heater or furnace.
	Please ensure that all exterior doors and windows are weather tight (weather stripping / caulk).
	Please make sure gutters and downspouts are free of debris/leaves and that there is no sagging or separation from roof / siding.

	Please make sure there are no trip hazards (buckling sidewalks, holes in foundation / yard)
	Grass and shrubs must be cut /trimmed and weeds removed.
	Kerosene heaters are strictly forbidden including the use of unvented space heaters.
	All doors (interior/ exterior) must have working knobs and be able to open and close properly. All exterior doors must be able to open, close and lock properly without obstruction. <u>Please note any deadbolt lock that requires a key from the inside must be changed to a single cylinder deadbolt (thumb latch).</u>

The items above are provided to you for reference only and do not constitute all noted deficiencies. Rather, the above items are a list of items that most commonly cause a unit to fail the HQS inspection. We recommend that you or your agent conduct a pre-inspection of the unit and at a minimum correct any of the above noted deficiencies prior to the scheduled inspection.

Receipt of this document is necessary to begin the inspection process so please sign, date and return!

Signature

Date

We trust that this information proves helpful and we look forward to your unit meeting HQS requirements! Visit www.socialserve.com for a copy of the CHA Section 8 Housing Quality Standards (HQS) brochure!