



## Housing Inspection Checklist

The Boulder County Housing Authority (BCHA) is required to ensure that all housing units occupied by Section 8 Housing Choice Voucher (HCV) participants meet certain health and safety standards.

These "Housing Quality Standards" (HQS) are set by the U.S.

Department of Housing & Urban Development (HUD).

Before BCHA enters into a contract and issues rental assistance payments, units must pass an HQS inspection.

The rental unit must pass an annual inspection for rental assistance payments to continue. Complaint and quality control inspections may be performed between annual inspections.

A HQS inspector will contact the owner by phone/email/letter to schedule the inspection.

### **NOTE:**

*The owner may not access any portion of the assisted unit for their personal use.*

### **Exterior Items: Must Be in Good Condition**

- Street numbers** must be present and visible from the street in a contrasting color to the unit color.
- Parking areas** must be maintained in good condition and free of unsafe vehicles.
- Yards** must be maintained in good condition. Weeds may not exceed 6 inches in height.

- A **handrail** is required on stairways of four or more risers, and on unprotected heights over 30 inches (e.g., porches, balconies).
- Trash disposal** must be available.
- Fences** must be maintained in good condition (no missing parts, no exposed nails, no deteriorated paint).
- Exterior surfaces** must not have excessive chipping, cracked, chalking, or peeling paint.
- Hot water heaters** must have a pressure relief valve with a discharge line of galvanized steel or hard copper of the same diameter as the valve opening and directed downward 6–24 inches from the ground. If the hot water heater is inside, it should be vented to the outside or down 6–24 inches from an approved drainage outlet and must have safety dividers or shields.
- Roof** must be in good condition and show no signs of leaking.
- No graffiti** allowed on the exterior of house/rental complex, sidewalks, or fences.

### **Interior Items: Must Be in Good Condition**

#### **KITCHEN CHECKLIST: SINK:**

- Turn on faucet and check for: Hot/cold running water
- No leaks in pipes or faucet
- Proper gas trap (p-trap or j-

bend) Faucet turns off completely

- No hole in wall under sink

#### **STOVE:**

- All burners operate
- All knobs present and settings visible
- Oven works and lights automatically, if gas
- Door gasket present and in good condition
- Clean inside and out (no grease around stove)

#### **REFRIGERATOR:**

Open refrigerator and freezer and check:

- Clean and working
- Door gaskets in good condition
- If freezer is inside refrigerator, door should latch closed

#### **KITCHEN - OTHER CHECKLIST:**

- Properly functioning overhead light fixture
- All appliances and fixtures function properly: disposal, range vent hood, dishwasher, etc.
- Kitchen cabinet doors properly secured; drawers slide freely
- Clean floors, sinks, countertops and cabinets
- Tile floors and countertops in good condition

#### **LIVING ROOM CHECKLIST:**

- Front door lock functions properly.
- All windows have a permanently attached working lock (if

accessible from outside), at least one window able to close or stay open

## BATHROOM CHECKLIST:

- Clean bathtub, toilet, tile, walls, floor, vanity, mirrors, medicine cabinet, and sink. No rust or mildew.
- Adequate ventilation, properly operating fan or window that opens.
- Permanently attached, working lock on window (if accessible from outside).
- Toilet flushes properly. No drain blockage, leaks, and is stable.
- Hot/cold running water in bathtub and sink.
- No leaks in pipes or faucet; proper gas trap (p-trap or j-bend).
- Properly installed towel bars, toilet paper holders and soap dishes.
- Absence of these items is not a fail item, but it will be noted on the inspection report.
- Properly functioning light fixture.

## BEDROOM CHECKLIST:

- At least one window must open in each bedroom; all windows have a permanently attached working lock (if accessible from outside). Windows must not be painted shut.
- If installed, at least one set of iron bars must have fluid motion, quick release capability in each bedroom.
- Bedrooms must have a floor area of not less than seventy (70) square feet.

## GENERAL INTERIOR ITEMS CHECKLIST:

- Doors to Outside:** Properly working locks required. One exit door must be accessible to outside without use of a key. Single cylinder deadbolt locks recommended.
- Interior Doors:** No simple bolt, double-cylinder dead bolt,

barrel, or hasp locks on outside of doors, preventing exit from a room.

- Ceilings/Walls:** No large cracks, holes, deteriorated paint, leaks, air infiltration, or serious structural defects.
- Floors:** Sanitary and decent with no large cracks, holes, torn carpet, buckling, or severely chipped tile. Check for possible tripping hazards.
- Screens:** Not required but if present must fit properly with no holes or tears.
- Permanent heating system:** Must be present, working, properly vented, and of sufficient size for the unit
- Windows:** No missing or broken panes, large cracks or leaks. Must be able to close or stay open. Windows accessible from outside (less than 6 feet off ground) must have permanently attached working locks.
- Weather stripping** On windows and doors if gaps allow drafts.
- Infestation:** No signs of mice, roaches, or other vermin
- Working smoke detector:** One smoke detector is required for each floor of the unit and installed per NFPA 72 Standards
- Working carbon monoxide detector:** Installed near the bedrooms in accordance with the Colorado House Bill 09-1091.
- Appliances/fixtures:** All must be working
- Electrical switches and outlets:** No cracked covers, missing plates, exposed fuse box connections, or wires in unsafe places
- Closet doors:** Not required, but if present, must be on track and working properly
- Outlets:** Must be in proper operating condition. If the unit has three-pronged outlets, they must be grounded or have properly functioning ground fault circuit interrupter (GFCI).

All outlets within 6 feet of splashing water must be GFCI protected.

## FAILED INSPECTIONS:

If a unit fails the initial inspection, all non-life-threatening failed items must be corrected within 30 days or less. All life-threatening failed items must be corrected prior to subsidy being paid on the unit.

If it fails an annual inspection, failed items must be corrected for the subsidy to continue. The owner or property manager is required to repair items within 30 days or less as specified in the inspection report. However, if the failed item is considered life-threatening, federal law requires the repair to be made within 24 hours.

Additional time may be granted in cases where extensive repairs are needed. If a unit fails the initial inspection more than once, BCHA will not inspect the unit again for that tenant.

If the tenant is responsible for damages the tenant causes. You may require the tenant to repair or pay for the repair of items the tenant has damaged. You would give the tenant written notice, explaining which items they are to repair and when, with a copy provided to BCHA. If tenants fail to repair damages they caused their Housing Choice vouchers may be terminated.

If items that failed inspection are not repaired in the required time, BCHA may begin withholding housing assistance payments. The tenant cannot be held responsible for the BCHA's portion of the rent. When the repairs have been made and the unit passes the final HQS inspection, BCHA will resume housing assistance payments, prorated from the date of the inspection.