

Mexico Housing Authority Landlords Guide to **2016** Preparing for Section 8 Inspections

The checklist below is provided as a generalized checklist to help the landlord prepare for Section 8 inspections. This checklist is to be used as a guide only, as other items may cause the unit to fail an inspection. In addition to this checklist all city, county and state codes shall be followed.

The interior inspection shall be conducted in a counter clockwise manner. All rooms will be described by location as if you were standing outside facing the unit (example: Right rear bedroom, right center bedroom, 2nd floor left front bedroom).

Section 1: General guidelines:

Living Room, Bedrooms, Dining Room, 2nd Living Room, Family Room, Play Room, TV Room, Den, Entrance Halls, Corridors, and Halls.

Electricity- Are there at least two working outlets or an outlet and a one working attached light fixture?

1. Electrical Hazards- Things to look for
 - Badly cracked/broken switch/outlets
 - Badly cracked/broken, burned or missing switch/outlet covers
 - Switches or outlet not working properly
 - Frayed or exposed wiring
 - Light fixtures hanging by wiring only, with no other support.
 - Broken fixtures or missing bulbs
 - Severe gaps around outlet or switch covers
 - Outlets, switches, cords, or appliance in standing water or in close proximity to water

2. Security – Things to look for
 - All door and windows accessible from the outside close properly and are lockable
 - All exterior doors are weather-tight
 - All exterior doors and windows, including frames, are free from severe damage or major deterioration

3. Window Condition- Things to look for
 - Must have at least one window and be openable if designed to be opened.
 - Must be free of severe deterioration
 - Must be lockable
 - Must not have any broken, badly cracked or missing panes
 - Must be weather-tight (not allowing major drafts in)

4. Ceiling Condition- Things to look for

- Severe bulging or cracking
- Large holes
- Falling/drooping material
- Several missing ceiling tile
- Wet or Mildew looking surface
- Loose plaster in danger of falling

5. Walls- Things to look for.

- Must be sound and free from hazardous defects
- Severe buckling, leaning or bulging
- Loose or damaged structural material
- Holes or gaps that allow drafts or weather to enter the unit
- Holes larger than 8 ½" x 11"
- Peeling paint that exceeds 2sq ft. of the surface area of the room

7. Floor Condition-Things to Look for

- Must be sound and free of major defects
- Severe buckling or major movement under stress of walking
- Large damaged or missing sections
- Large holes that allow drafts or weather to enter the unit
- Large holes 4' or more (example could be heat register)
- Permanent floor covering or boards that create a trip hazard
- Broken or severely loose tile

8. Lead based paint – Things to look for

- All surface free of deteriorated paint
- If not, does it exceed more than 2 sq. ft. of room surface area

All items listed below will address different locations and things to look for as the items inspected may vary, however if it states see general guidelines in section one, those guidelines apply

Kitchen

1. Electricity- Things to look for

- Are there at least two working outlets or an outlet and a one permanently installed working light fixture

2. Electrical Hazards- Things to look for

- Badly cracked/broken switch/outlets
- Badly cracked/broken, burned or missing switch/outlet covers
- Switches or outlet not working properly
- Frayed or exposed wiring
- Broken fixtures or missing bulbs
- Light fixtures hanging by wiring only, with no other support
- Severe gaps around outlet or switch covers
- Any outlet within 3ft of a water source shall be GFCI, the outlet must be able to be tested and tripped with tester
- Electrical cords or appliances sitting/laying in water

3. Security- See general guidelines in section one

4. Window- See general guidelines in section one

5. Ceiling Condition- See general guidelines in section one

6. Wall condition- See general guidelines in section one

7. Floor Condition- See general guidelines in section one

8. Lead Based Paint- See general guidelines in section one

9. Stove- Things to look for

- Bake and Broiler in working order
- All knobs in place and in working order
- All burners are in working order
- No dangerous conditions (no damaged or broken parts)
- No gas leak or evidence of shock hazards
- Oven door handle must be present and securely attached
- Un-healthy Conditions (severely dirty)
- Evidence of rodent or pest infestation
- If the utilities are disconnected to the unit the stove will be rated as inconclusive, and it will require another inspection

10. Refrigerator- Things to look for

- Maintain temperature low enough so food will not spoil
- Must be capable for storing frozen food
- Severe deterioration of refrigerator seal
- Door handle must be securely attached
- Un-Healthy conditions (severely dirty)
- Evidence of rodent or pest infestation
- If the utilities are disconnected to the unit the refrigerator will be rated as inconclusive, and it will require another inspection

11. Sink- Things to look for

- Hot and cold running water
- Leaks or evidence of leaks
- Clogged drains
- Drain is present and has gas trap
- Severe sewer gas odor
- If the utilities are disconnected to the unit the stove will be rated as inconclusive, and it will require another inspection

12. Space for storage, preparation, and serving food

- Adequate space to store, prepare, and serve food

Bathrooms

1. Only one permanently installed light fixture is required

2. Electrical Hazards- Things to look for

- Badly cracked/broken switch/outlets
- Badly cracked/broken, burned or missing switch/outlet covers
- Switches or outlet not working properly
- Frayed or exposed wiring
- Broken fixtures or missing bulbs
- Light fixtures hanging by wiring only, with no other support
- Severe gaps around outlet or switch covers
- Any outlet within 3ft of a water source shall be GFCI, the outlet must be able to be tested and tripped with tester
- Electrical cords or personal care items sitting/laying in water

3. Security-See general guidelines in section one

4. Window- See general guidelines in section one
5. Ceiling Condition- See general guidelines in section one
6. Wall condition- See general guidelines in section one, Things to look for
 - broken mirrors, soap dishes or porcelain that could be considered a cut hazard
7. Floor Condition- See general guidelines in section one
8. Lead Based Paint- See general guidelines in section one
9. Toilet- Things to look for
 - Is the toilet in an enclosed room exclusive to the tenant
 - Connection to water supply
 - Does it flush properly
 - Leaks/clogs
 - Mechanism with in water closet broken or not functioning
 - Severe cracks in the porcelain
 - If the utilities are disconnected to the unit the toilet will be rated as inconclusive, and it will require another inspection
10. Fixed Wash Basin or Lavatory -Things to look for
 - Hot and cold running water
 - Connection to water supply
 - Connected to gas trap
 - Clogs, leaks or sewer gas odor
 - Severe rust or damage to sink/vanity
 - If the utilities are disconnected to the unit the sink will be rated as inconclusive, and it will require another inspection
11. Tub or Shower -Things to look for
 - Hot and cold running water
 - Connection to water supply
 - Connected to gas trap
 - Clogs, leaks or sewer gas odor
 - If the utilities are disconnected to the unit the sink will be rated as inconclusive, and it will require another inspection
12. Ventilation- Things to look for
 - Must have some form of ventilation to attic, crawl space, or outside
 - Must have openable window or working exhaust system

Building Exterior

1. Condition of the foundation- Things to look for

- Severe structural defects indicating potential for collapse
- Structural instability indicated by evidence of major recent settling
- Large cracks or holes including missing crawl space access covers or mobile home skirting
- Large section of crumbling concrete, stone or brick
- Undermining of footings, walls, post, or slabs
- Major deteriorating wood support member, either from water damage or termites
- Entry of significant ground water into unit (flooding basement)

2. Condition of Stairs, Rails, and Porches - Things to look for

- Broken, rotten, missing boards or steps
- Absence of handrail where there are 4 or more steps
- Absence of railing and balusters on steps, porch or balcony which is off the ground 30 inches or more

3. Roofs and Gutters- Things to look for

- Serious buckling, sagging indicating possible structure collapse
- Large holes or other defect which would allow air or water to enter the unit
- Clogged gutters, missing downspouts, splash guards missing or turned towards unit
- Including missing shingles

4. Exterior Surfaces- Things to look for

- Severe buckling, bowing, or leaning
- Large cracks
- Falling or missing pieces of masonry
- Severe deterioration of wall that would allow water or air to enter the unit
- Large holes that could lead to vermin infestation

5. Chimney - Things to look for

- Serious leaning
- Evidence of deterioration (missing many bricks or mortar)
- Chimney parts that are not attached or fit together tightly

6. Lead based paint- See general guidelines in section one (cover 20% of total surface)

7. Manufacture Homes- Things to look for

- Must have tie downs, beams, anchors, or bolts to secure the home and prevent it from wind sliding, turning over

Heating & Plumbing

1. Adequacy of Heating Equipment- Things to look for

- Is heating equipment capable of providing adequate heat to all rooms used for living directly or indirectly

2. Safety of Heating Equipment- Things to look for

- Escaping gases or fuel from broken or disconnected pipes
- Unvented fuel burning space heaters
- Lack of shut off valve for gas burning furnace
- Presence of combustible material around furnace
- Existence of improper flue or chimney
- Lack of proper vent
- Flue pipe or collar not fitting tight against the wall
- Improper installation/maintenance of equipment
- Inadequate source of clear air return
- Major leaks, tears, holes in radiators or duct work (1 inch or more)resulting in heat loss and units heating capability
- Missing covers exposing electrical connections or moving parts

3. Water Heater- Things to look for

- Combustible materials around water heater
- Severe Corrosion on water fittings/tank
- Gas leaks
- Flooding danger
- Absence of temperature relief valve and drain tube(drain tube must come within 18 inches of floor or it can be directed into a floor drain)
- Improper flues or flue alignment
- Leaks
- Tags from utility company indicating unsafe condition
- All electrical connections contained and all cover plates present

4. Plumbing- Things to look for

- Main water pipes leaking
- Including evidence of water leaks such as water stains
- Severe corrosion

5. Sewer Connection- Things to look for

- Sewer back ups
- Look for source of strong sewer odor or wet areas, may indicate sewer back up

General Health & Safety

1. Access to Unit - Things to look for

- Tenant does not have to go through another unit to reach their unit

2. Exits- Things to look for

- Alternate means of escape/emergency exits
- Exits access cannot be blocked by debris, stored materials or screwed/nailed shut
- Fire escape or stairs should be stable, in good condition and secure
- Openable window if the unit is located on first level or if the unit is on second level an emergency ladder
- Back porch with stairs leading to ground
- Exits must meet or exceed all state or local requirements

3. Evidence of Infestation- Things to look for

- Severe infestation of mice or vermin
- Check cabinets, trash, food storage areas, for signs of infestation

4. Garbage & Debris- Things to look for

- Large piles/amounts of debris inside & out that cannot be cleaned up in 1 or 2 hours
- Adequate trash cans for garbage or debris

5. Interior Stairs & Common Halls- Things to look for

- Loose or broken steps
- Absent or insecure railings
- Accumulation of objects or debris on steps
- Ripped, torn or frayed stair coverings
- Missing balusters
- Absence of adequate lighting
- Handrails for 4 or more steps, balusters and railing required for porches, stairs or decks 30" or higher off the ground
- Electrical or tripping hazards

6. Other Interior Hazards- Things to look for

- Missing knockouts in breaker box
- Missing/misaligned breaker box cover
- Misaligned/severe gaps around breakers
- Protruding nails/screws
- Broken fixtures, mirrors, glass
- Absence or inoperable smoke detectors

7. Elevators- Things to look for

- Current local & state inspection certificate
- Assure elevator appears to be in safe working condition

8. Interior Air Quality- Things to look for

- Must be free of abnormally high levels of sewer gas, fuel gas, dust, mold, mildew chemicals, or other harmful pollutants
- Must have adequate air circulation
- Bathrooms must have openable window or exhaust system

- All sleeping room must have openable window if window is designed to be opened

9. Site and Neighborhood Conditions- Things to look for

- Must be free of conditions that would endanger tenants health and safety
- Buildings or other structure in danger of collapse
- Evidence of flooding or drainage problems
- Proximity to open sewage
- Fire Hazards
- Abnormal pollution or smoke that is continuous

Smoke detectors

- Each unit is required to have a battery operated or hard wired smoke alarm in operating condition, on each level of the unit including the basement.
- Smoke detector must be in the immediate vicinity of each bedroom
- In newer construction a smoke detector is required in each sleeping room as of _____
- If the unit is occupied by a hearing impaired tenant, then appropriate impairment smoke detector must be installed. (minimum rating of 177 candela in a room 14'x16' and in larger rooms it must be within 16' of the pillow)
- Smoke detector must be audible in all bedrooms over back ground noise and with intervening doors closed
- Smoke detector in a basement must be located in close proximity to the stairway above