

Inspection Checklist

The Housing Choice Voucher (HCV) program requires an initial inspection prior to a new move-in and annually thereafter. To help ensure your unit passes inspection, here is a list of the most commonly failed NSPIRE requirements:

1. **Ceilings, Walls or Floors:** Cannot have large cracks or holes (larger than an 8x11 piece of paper), severe bulging, or loose or falling material. Floors cannot be bubbled or warped due to moisture damage. Carpet is cannot be coming up or separating at seams and carpet tacks cannot be exposed. There must not be any tripping hazards.
2. **Chipping or peeling paint inside or outside the unit:** If the unit was built before 1978, there cannot be any peeling chipping paint that has a total coverage of 2 square feet. (the total de-Minimis must be more than 2sq ft total).
3. **Windows:** Broken windows, or windows that won't open/close properly. All windows must have locks. A bedroom must have at least one window or 2 separate exits.
4. **Water heater:** Pressure release valve and discharge pipe must be present. Discharge pipe must be 6" from floor.
5. **Handrails and Guardrails:** Loose, broken or missing steps. Handrails are required where there are 4 or more consecutive steps, porches, balconies, or decks rise is higher than 6 inches and or a horizontal projection greater than 72 inches.
6. **Smoke Alarms and Carbon Monoxide Detectors:** Missing or non-functional smoke alarms, or improper placement (e.g., too close to kitchens). There must be smoke detectors in each bedroom, all hallways and each floor. The smoke detectors must be hardwired and or be the "10 sealed batteries" starting January 1, 2025. If the unit has a fuel burning system of any kind, there must be a carbon-dioxide detector, this includes garages.
7. **Plumbing:** Leaking faucets, clogged drains, or malfunctioning toilets.
8. **Appliances:** Malfunctioning or unsafe stoves, refrigerators, or other required appliances. The refrigerator gasket must have a tight seal. The refrigerator should have a handle if it is designed to have one. Oven doors must have a functional handle and temperature protected.
19. **Exterior and Common Areas:** The unit must be in a clean and sanitary condition. The yard must not have heavy accumulation of trash, garbage, discarded furniture, old vehicles, etc. The roof is in good condition, with no evidence of leakage. Mobile homes must tie downs
11. **Electrical:** There must not be any broken or frayed wiring, light fixtures with exposed wires and or with no support, missing cover plates switches or badly cracked outlets. All GFI must be functional and placed within 6 feet of any water source, this includes washers, bathroom sinks, and kitchens.
12. **Bathroom:** Working ventilation. Electric fans must function. If there is no fan, an openable-lockable window is acceptable.
13. **General Health and Safety:** All outside doors must have a functional lock. No evidence of infestation of any kind. No presence of visible mold or mildew, particularly in bathrooms and kitchen.