

## Housing Choice Voucher Program Move-In Inspection Checklist

This checklist is designed to offer the owner a preview of the items which will be covered during a typical move-in inspection. It should be remembered that this checklist is a general guide and may not contain every item in a home. In addition, the items may vary by the type of home to be inspected.

**FOUR THINGS TO REMEMBER WHEN SCHEDULING A MOVE-IN INSPECTION:**

1. THE OWNER OR OWNER'S REPRESENTATIVE MUST BE PRESENT DURING THE INSPECTION
2. THE HOME SHOULD BE VACANT; AN INSPECTION WILL NOT BE CONDUCTED IF THE PRIOR TENANT IS STILL LIVING IN THE UNIT
3. ALL UTILITIES MUST BE TURNED ON AT THE TIME OF INSPECTION (ELECTRICITY, WATER, GAS, ETC)
4. ALL BASEMENTS, GARAGES AND OUT BUILDINGS MUST BE OPEN AND ACCESSIBLE FOR INSPECTION

**General Inspection Criteria (these apply to each room as necessary)**

Interior and Exterior Surfaces	No chipping paint, peeling paint, peeling wallpaper, paneling, etc.
Licensed Trades	All work on units must be completed by a state licensed professional, if so required by law. This includes, but is not limited to, electrical, plumbing and oil & solid fuel, as applicable
Walls	Plaster, drywall, paneling and framing materials must be sound with no holes
Ceilings	No leakage, major staining, sagging, holes or other damage
Windows	Must be in good working condition, solid and intact (For bedroom windows see Page 3)
Window screens	If present, must be in good condition
Interior doors	Must work and be in good condition
Exterior doors	Must be weather tight, lockable, have a threshold and all trim intact
Floors	Must be in a clean finished state; free of holes and trip hazards
Wood floors	Must be sanded smooth and finished, no raw wood, subfloors, concrete; all floors should have some form of baseshoe, trim or sealing
Security	Exterior doors must lock. First floor or other accessible windows must lock
Sinks	Must have shutoff valves unless faucets are wall mounted, gas traps, stoppers and no large cracks or stains

**Living room (mandatory room)**

Electricity	Must have at least two working outlets or one working outlet and one permanently installed light
Window (mandatory)	Must have at least one window

### **Bathroom (mandatory room)**

Electricity	Must have at least one permanently installed light
Flush toilet	Must work with no leaks or constant running, be sanitary with no cracks on lids, seats or main body
Tubs and showers	Must be fully operable, sanitary, properly caulked or sealed with no cracks and have a surround in good condition
Ventilation	Must have a working vent fan with clean filter or an openable window

### **Electrical**

Ground-fault circuit-interrupter (GFCI) protection	Must be installed for all outlets in bathrooms, outlets installed to serve countertops in kitchens, outdoors (must also be covered), crawl spaces, garages and accessory buildings located at or below grade, sinks in areas other than the kitchen where receptacles are installed within 6 feet of the outside edge of the sink
Romex type plastic wiring	May not be exposed in a living area
Electric hazards	Open junction boxes, ungrounded three-prong outlets, cracked or missing outlet or switch covers, missing globes or light bulbs, missing knockouts, dangling unsecured wires and other electric hazards are not allowed anywhere in the unit including basements

### **Heating and Plumbing**

Unvented space heaters	Never allowed (except electric)
Boilers or furnaces	All oil or gas fired units must be serviced each year and a current tag placed at the unit by the technician who did the work
All heating equipment	Must be compliant with all applicable codes
Water	Must be from an approvable system, have no odor or color; hot and cold water is required at all sinks and tubs/showers
Sewer	Must have no leaks or smell of sewer gas and be connected to an approvable public or private disposal system
Water heater	Must be code compliant and have a pressure relief drain line installed to within 6"-12" of the floor
Wood, wood pellet heat	Must meet all state and local codes

### **Kitchen (mandatory room)**

Electricity	Must have at least one working outlet and one permanently installed light
Outlets	All outlets along or serving the kitchen counters and within 6 feet of the outside edge of a sink must be GFCI protected
Stove or range w/oven	Must be clean and in working order
Range hood (if present)	Must be operable and have a clean filter
Refrigerator	Must maintain adequate temperature to protect food, freezer must work
Cabinets, counter space	Must have adequate area to prepare, store and serve food

## Bedrooms

Electricity	Must have at least two working outlets or one working outlet and one permanently installed light
Window (mandatory)	<p>Bedroom must always have one window that functions as designed.</p> <ul style="list-style-type: none"> <li>• If the unit is fully sprinkled the window does not have to meet egress requirements per NFPA 101 Life Safety Code.</li> <li>• If unit not sprinkled, the window must meet NFPA 101 Life Safety Code as stated in the paragraphs below.</li> </ul> <p>Any building constructed after 1976 shall be required to comply with the requirement to provide 5.7 square feet of net clear opening with a minimum width of 20" and a minimum height of 24". The window shall also meet all other requirements for egress windows contained in NFPA 101 Life Safety Code. Any replacement windows installed in a building constructed after 1976 shall be required to meet the net clear opening of 5.7 square feet. This shall be measured with the window in its natural open position.</p> <p>Any building constructed before 1976 will be allowed to meet the following specifications. The net clear opening would be allowed to meet the minimum 20" in width and 24" in height with a total net clear opening of 3.3 square feet; if the window is constructed of wood or vinyl and the overall window sash size meets a minimum of 5.0 square feet. The window shall meet all other requirements for an egress window as specified in NFPA 101 Life Safety Code as adopted by the Office of State Fire Marshal. Any replacement window installed in a building constructed before 1976 shall meet the same requires as the existing windows and shall not reduce the existing net clear opening below the minimum requirements.</p>
Carbon monoxide detector	There must be a carbon monoxide detector within 15 feet of each bedroom that is powered by both the electrical service in the building and a battery; or a non-replaceable 10-year battery

## Building Exterior and Structural Integrity

Roofing	Roofs on all buildings including, garages, barns, sheds and outbuildings must be leak free, show no signs of advanced aging or deterioration
Siding	All buildings must have continuous siding with no major holes or tears
Yard and grounds	Must be maintained in reasonable condition
Guardrails	Must be installed wherever falling hazards are approximately 30 inches or more above the ground
Drainage	Proper interior and exterior drainage system must be present which prevents pooling water and development of mold, rot, etc.
Structural Integrity	All structures associated with the unit must be sound with no evidence of collapse or potential for injury or death
MOBILE HOMES ONLY	Manufactured homes must have proper HUD approved tie-down devices capable of surviving wind loads common to the area
Numbering	All units and buildings must be clearly and properly numbered

## Health and safety

	Smoke detectors	At a minimum there must be one smoke detector on each level of the unit including the basement. Hard-wired with battery backup must be installed on all floors including the basements and interior common hallways in all units in apartment buildings with 3 or more units. As a substitute, in the common hallways a 10-year sealed tamper-resistant battery powered smoke detector may be installed. It is recommended that only hard-wired smoke detectors with battery back-up be used in all applications and that one be installed in each bedroom.
	Gas Detectors	At a minimum there must be at least one approved fuel gas detector in every room containing an appliance fueled by propane, natural gas or any liquefied petroleum gas in each unit in any; building of multifamily occupancy, children's home, emergency children's shelter, children's residential care facility, shelter for homeless children, specialized children's home, hotel, motel, inn and mixed used occupancy that contains a dwelling unit. Fuel gas detectors must be installed in accordance with the manufacturer's requirements and may be battery operated, plugged into an electrical outlet
	Lead-based paint	All peeling paint on or in buildings built before 1978 and having children under 6 years of age will be treated as lead-based paint and must be stabilized as required by law (contact MaineHousing for details)
	Indoor air quality	Although some mold presence is normal, mold amplification is not. 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. Although HUD does not specifically address such items as mold, radon or asbestos, MaineHousing will categorize by definition these under "harmful pollutants".
	Insect and rodent infestation	MaineHousing's interpretation is to assume any infestation as "serious and persistent" and fail the unit. Owners will be required to show proof of correction attempts for the unit to pass upon re-inspection. Any Maine state laws regarding infestations must be followed. MaineHousing inspectors will not perform an inspection if they determine that any infestation or suspected infestation constitutes a threat to their health and safety.
	Stairs and handrails	All stairways and porches must be in good condition and free of trip hazards; handrails are required on most stairways with 4 or more steps
	Clutter, excess storage, debris	Is not allowed in the interior or exterior of the unit and building if deemed a safety hazard or eyesore by the inspector
	Hazardous materials	Such as gasoline or propane are not allowed in the building
	Fire safety	All doors and pathways to exits must be clear; double keyed deadbolts are not allowed on doors; if present, fire extinguishers must have a current inspection tag; all sprinkler systems must have a current inspection tag; emergency lighting must be fully functional, and where applicable all exit signs must be present and in the proper locations