

**HOME INVESTMENTS PARTNERSHIP PROGRAM
Local Housing Standards Checklist**

Date:	<i>Initial Inspection</i> <input type="checkbox"/>	<i>Annual Inspection</i> <input type="checkbox"/>	<i>Re-Inspection</i> <input type="checkbox"/>
Pass <input type="checkbox"/>	Correction Required <input type="checkbox"/>	Date Correction Approved _____	
Tenant Name:			
Address:			
Number of Bedrooms:		Build Date:	
Housing Type:			
<i>Single Family Residence</i> <input type="checkbox"/> <i>Duplex</i> <input type="checkbox"/> <i>Low Rise(2-4 stories)</i> <input type="checkbox"/> <i>High Rise(5 or More Stories)</i> <input type="checkbox"/> <i>Single Room Occupancy</i> <input type="checkbox"/> <i>Other</i> <input type="checkbox"/> <i>Group Home</i>			
Inspected by: M Bautista			

PHA /Owner Authorized to Lease/Sell(as applicable) Inspected Unit:	
Address:	
Contact Name	Contact Phone:

Lead-Based Paint Requirements (Applies to all Housing Stock Built Before January 1st, 1978)

De Minimis Levels - The following levels are used to determine whether deteriorated paint is a **hazard that must be addressed**:

Exterior- 20 square feet (2 square meters) on exterior surfaces

Interior- 2 square feet (0.2 square meters) in any one interior room or space

Interior/Exterior Components- 10 % of the total surface area on an interior or exterior type of component with a small surface area (i.e. window sills, baseboards, and trim).

Surfaces to receive a visual assessment for deteriorated paint include walls, floors, ceilings, built in cabinets (sink bases), baseboards, doors, door frames, windows systems including mullions, sills, or frames and any other painted building component within the unit. (Do not include tenant belongings). Deteriorated paint includes any painted surface that is peeling, chipping, chalking, cracking, damaged or otherwise separated from the substrate.

If correction is required to remedy any lead-based paint hazards identified at the property, certification must be obtained and documented that the work has been done in accordance with the EPA Renovation Repair and Painting Program(RRP), and HUD lead-based paint requirements of 24 CFR Part 35. This requirement applies to all painted surfaces (building components) within the unit.

Lead-Based Paint Clearance Testing Requirements

All deteriorated painted surfaces **above** De Minimis Levels must be stabilized in accordance with all Lead-Safe Work Practice requirements and clearance is required.

If the deteriorated painted surface is **below** De Minimis Levels, only stabilization is required. Clearance testing is not required. Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Lead-Based Paint Owner Certification is required following stabilization activities, except for De Minimis level repairs.

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Timeline for Repairs When Corrections Are Required

Life Threatening Health & Safety Deficiencies Must be Addressed within 24 hours if the Unit is Occupied;

Electrical

- Missing outlets/switches
- Missing/broken outlet/switch cover plates
- Missing Breakers/Fuses
- Exposed electrical wires/open panels
- Water Leaks on or near electrical equipment

Security

- Any door or window accessible from the outside missing a properly functioning lock
- Entry doors that cannot be locked due to damage to the frame or hardware

Plumbing

- Broken/leaking water supply lines or waste water lines with extreme ponding
- Toilet does not flush, is broken, extreme leaks/ponding at the base

Egress

- Blocked exits & entrances to building/unit; doors and windows
- Security bars on windows that prevent egress
- Visibly missing components of fire escapes

Ventilation

- Gas/Oil Fired Unit -Missing/Misaligned Chimney
- Propane/Natural gas/methane detected
- Hot Water Tank missing Temperature Pressure Relief(TPR) valve

Fire Protection

- Missing/damaged/expired fire extinguishers
- Missing Smoke Detectors in any room used for sleeping and the adjacent hall.
- At least 1 Smoke Detector installed on each floor
- Smoke Detectors that are not functioning (no audible beep when tested)
- Missing Carbon Monoxide Detector or not functioning (no audible beep when tested)

Misc

- Extreme accumulation of garbage or debris exceeding the capacity of the storage area or stored in an area not sanctioned for such use(Interior or Exterior areas)
- Presence of rats, or severe infestation of mice or insects such as roaches or termites

All other Required Corrections must be completed within 30 days of the inspection.

Extensions beyond 30 days will be granted on a case by case basis.

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	Yes, Pass	Correction Required	Comments	Date Correction Approved
1. Living Room				
Living Room Present				
Electrical Requirements; At least two working outlets <u>or</u> one working outlet and one working permanently installed light fixture.				
Electrical Hazards; Note any electrical hazards.				
Security; All windows and doors accessible from the outside must be lockable.				
Window Requirements; At least 1 window in living room.				
Window & Door Conditions; Note any windows and doors with signs of severe deterioration or missing or broken out panes.				
Ceiling Conditions; Note any unsound or hazardous defects on the ceiling.				
Interior Wall Conditions Note any unsound or hazardous defects on walls.				
Interior Floor Conditions; Note any unsound or hazardous conditions with the floor.				
Painted Surfaces; Note any deteriorated paint. If unit was built before 1978, note deteriorated paint above de minimis levels(see page 1 for levels)				
Interior Stairs- Note any hazardous conditions at stairs				

Additional Comments:

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	Yes, Pass	Correction Required	Comments	Date Correction Approved
2. Kitchen				
Kitchen Present				
Electrical Requirements- At least one working outlet and one working, permanently installed light fixture. (Prefer GFCI-protected receptacles along countertops)				
Electrical Hazards- Note any electrical hazards present				
Security; All windows and doors accessible from the outside must be lockable.				
Window Requirements- No window is required if adequate mechanical ventilation is permanently installed. (Prefer mechanical ventilation to exhaust to the exterior of the building)				
Window & Door Conditions- Note any windows and doors with signs of severe deterioration or missing or broken out panes.				
Ceiling Condition- Note any unsound or hazardous defects				
Wall Conditions- Note any walls with unsound or hazardous defects.				
Floor Condition- Note any unsound or hazardous defects.				
Stove or Range with Oven - a working oven and a stove/or range with top burners that work.				
Range Hood- (If present) debris accumulation restricts free passage of air, is it damaged/not functioning is it vented to exterior? Does light work?				
Refrigerator- a working refrigerator that maintains a temperature low enough so that food does not spoil over a reasonable period of time.				
Sink- Kitchen sink connected to a drainline that works with hot and cold running water.				
Space for Storage and Preparation of Food; Adequate space to store, prepare, and serve food.				
Painted Surfaces- Note any deteriorated paint. If unit was built before 1978, note deteriorated paint above HUD de minimis levels.				

Additional Comments:

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3. Bathroom A separate copy of this page is needed for each additional bathroom.	Yes, Pass	Correction Required	Comments	Date Correction Approved
Bathroom Criteria; flush toilet, washbasin with hot and cold running water and tub or shower. All fixtures need not be in same room, but toilet must be private. Tub or shower if separate, must also be private.				
Electrical Requirements; one permanent light fixture and one outlet (Prefer outlets to be GFCI-protected)				
Electrical Hazards -Note any electrical hazards				
Security -Note any doors or windows accessible from the outside that are not lockable.				
Window and Door Condition -Note any severe deterioration, missing or broken panes(no window required if there is mechanical ventilation)				
Ceiling Condition - Note any structural or hazardous conditions				
Wall Condition - Note any structural or hazardous conditions.				
Floor Condition -Note any signs of water damage or hazardous conditions				
Toilet -Note any leaks, looseness at connection to floor, or other defects.				
Washbasin - permanently installed sink with drain line, hot and cold running water. Note any hazardous/unsound conditions.				
Tub or Shower - Working tub or shower with hot and cold running water connected to drain line. Note any unsound/hazardous conditions.				
Ventilation -Openable window or working exhaust ventilation system(if exhaust system, prefer it exhausts to the exterior of building envelope)				
Painted Surfaces - Note any deteriorated paint. If unit was built before 1978, note deteriorated paint above HUD de minimis levels.				

Additional Comments:

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3. Bedrooms, Other Rooms Used for Living and Hallways		A separate copy of this page is needed for each additional room.		
Room Location		Room Code		
Right / Left / Center		1- Bedroom/ Any room used for sleeping regardless of type of room		
Front / Rear / Center		2- Dining Room/ Dining Area		
Floor Level		3- Second Living Rm, Family Room, Den, Playroom		
		4- Halls, Corridors, etc 5- other		
Type of Room/Room Code	Yes, Pass	Correction Required	Comments	Date Correction Approved
Electrical Requirements-If room is used for sleeping (Code 1); at least 2 working outlets or 1 working outlet and 1 permanently installed light fixture. If the room is a Hall (code 4); one permanent working light fixture.				
Electrical Hazards- note any electrical hazards.				
Security- Note any windows and doors accessible from the outside that are not lockable.				
Window Requirements- Bedroom; at least one window for light and ventilation present with adequate opening for emergency egress. *Window is not required for Hallways or Dining Rooms*				
Window & Door Conditions- Note any windows and doors with signs of severe deterioration, missing or broken out panes.				
Ceiling Condition- Note any hazardous conditions/defects.				
Wall Condition- Note any hazardous conditions.				
Floor Condition- note any hazardous conditions with ceiling.				
Painted Surfaces- Note any deteriorated paint. If unit was built before 1978, note deteriorated paint above HUD de minimis levels.				
Smoke Detectors- Required; minimum of one working smoke detector on each level; one in each bedroom and one in hallway adjacent to bedrooms. If dwelling is occupied by the hearing impaired, an alarm system should be connected to the smoke detector.				

Additional Comments:

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4. Bedrooms, Other Rooms Used for Living and Hallways		A separate copy of this page is needed for each additional room.		
Room Location			Room Code	
Right / Left / Center			1- Bedroom/ Any room used for sleeping regardless of type of room	
Front / Rear / Center			2- Dining Room/ Dining Area	
Floor Level			3- Second Living Rm, Family Room, Den, Playroom	
			4- Halls, Corridors, etc 5- other	
Type of Room/Room Code	Yes, Pass	Correction Required	Comments	Date Correction Approved
Electrical Requirements-If room is used for sleeping (Code 1); at least 2 working outlets or 1 working outlet and 1 permanently installed light fixture. If the room is a Hall (code 4); one permanent working light fixture.				
Electrical Hazards- note any electrical hazards.				
Security- Note any windows and doors accessible from the outside that are not lockable.				
Window Requirements- Bedroom; at least one window for light and ventilation present with adequate opening for emergency egress. *Window is not required for Hallways or Dining Rooms*				
Window & Door Conditions- Note any windows and doors with signs of severe deterioration, missing or broken out panes.				
Ceiling Condition- Note any hazardous conditions/defects.				
Wall Condition- Note any hazardous conditions.				
Floor Condition- note any hazardous conditions with floor.				
Painted Surfaces- Note any deteriorated paint. If unit was built before 1978, note deteriorated paint above HUD de minimis levels.				
Smoke Detectors- Required; minimum of one working smoke detector on each level; one in each bedroom and one in hallway adjacent to bedrooms. If dwelling is occupied by the hearing impaired, an alarm system should be connected to the smoke detector.				

Additional Comments:

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5. Bedrooms, Other Rooms Used for Living and Hallways		A separate copy of this page is needed for each additional room.		
Room Location			Room Code	
Right / Left / Center			1- Bedroom/ Any room used for sleeping regardless of type of room	
Front / Rear / Center			2- Dining Room/ Dining Area	
Floor Level			3- Second Living Rm, Family Room, Den, Playroom	
			4- Halls, Corridors, etc 5- other	
Type of Room/Room Code	Yes, Pass	Correction Required	Comments	Date Correction Approved
Electrical Requirements-If room is used for sleeping (Code 1); at least 2 working outlets or 1 working outlet and 1 permanently installed light fixture. If the room is a Hall (code 4); one permanent working light fixture.				
Electrical Hazards- note any electrical hazards.				
Security- Note any windows and doors accessible from the outside that are not lockable.				
Window Requirements- Bedroom; at least one window for light and ventilation present with adequate opening for emergency egress. *Window is not required for Hallways or Dining Rooms*				
Window & Door Conditions- Note any windows and doors with signs of severe deterioration, missing or broken out panes.				
Ceiling Condition- Note any hazardous conditions/defects.				
Wall Condition- Note any hazardous conditions.				
Floor Condition- note any hazardous conditions with floor.				
Painted Surfaces- Note any deteriorated paint. If unit was built before 1978, note deteriorated paint above HUD de minimis levels.				
Smoke Detectors- Required; minimum of one working smoke detector on each level; one in each bedroom and one in hallway adjacent to bedrooms. If dwelling is occupied by the hearing impaired, an alarm system should be connected to the smoke detector.				

Additional Comments:

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6. Bedrooms, Other Rooms Used for Living and Hallways		A separate copy of this page is needed for each additional room.			
Room Location			Room Code		
Right / Left / Center			1- Bedroom/ Any room used for sleeping regardless of type of room		
Front / Rear / Center			2- Dining Room/ Dining Area		
Floor Level			3- Second Living Rm, Family Room, Den, Playroom		
			4- Halls, Corridors, etc 5- other		
Type of Room/Room Code	Yes, Pass	Correction Required	Comments	Date	Correction Approved
Electrical Requirements-If room is used for sleeping (Code 1); at least 2 working outlets or 1 working outlet and 1 permanently installed light fixture. If the room is a Hall (code 4); one permanent working light fixture.					
Electrical Hazards- note any electrical hazards.					
Security- Note any windows and doors accessible from the outside that are not lockable.					
Window Requirements- Bedroom; at least one window for light and ventilation present with adequate opening for emergency egress. *Window is not required for Hallways or Dining Rooms*					
Window & Door Conditions- Note any windows and doors with signs of severe deterioration, missing or broken out panes.					
Ceiling Condition- Note any hazardous conditions/defects.					
Wall Condition- Note any hazardous conditions.					
Floor Condition- note any hazardous conditions with ceiling.					
Painted Surfaces- Note any deteriorated paint. If unit was built before 1978, note deteriorated paint above HUD de minimis levels.					
Smoke Detectors- Required; minimum of one working smoke detector on each level; one in each bedroom and one in hallway adjacent to bedrooms. If dwelling is occupied by the hearing impaired, an alarm system should be connected to the smoke detector.					

Additional Comments:

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7. All Secondary Rooms	Yes, Pass	Correction Required	Comments	Date Correction Approved
If no Secondary Rooms, comment "Not Applicable"				
Electrical Hazards- Note any hazards				
Security- Are all windows and doors accessible from the outside lockable?				
Other- Note any hazardous conditions.				

Additional Comments:

8. Building Exterior	Yes, Pass	Correction Required	Comments	Date Correction Approved
Foundation- Note any unsound or hazardous conditions with Foundation				
Exterior Electrical- Receptacles must be weatherproof(Prefer exterior receptacles to be GFCI-protected)				
Electrical Hazards- Note any electrical hazards present at the exterior of the building				
Building Substructure- Note any structural members in crawlspace, basement, attic that are rotted/damaged/ pest infested to the point of collapse				
Site Grading & Landscaping- Note any site grading issues that could cause excess water to drain toward and/or pond against the dwelling unit.				
Condition of Stairs, Rails Porches- Note any missing structural members or any hazards present				
Condition of Roof & Gutters- note any missing materials and/or hazards present.				
Condition of Exterior Walls & Wall Surfaces- note any hazardous conditions.				
Condition of Chimney- note any hazardous conditions				
Exterior Painted Surfaces- Note any deteriorated paint. If unit was built before 1978, note deteriorated paint above HUD de minimis levels.				

Additional Comments:

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9. Plumbing & Heating	Yes, Pass	Correction Required	Comments	Date Correction Approved
Water Supply -Unit must be served by an approvable public or private sanitary water supply				
Sewer Connection - Plumbing must be connected to an approvable public or private disposal system. Note any blockage or sewer back up or other hazards.				
Plumbing Supply Lines -Note any major leaks or corrosion that could cause serious and persistent levels of rust/contamination of the drinking water				
Plumbing Drain Lines - Note any major leaks or other hazards that could cause unsanitary conditions				
Water Heater -Temperature Relief Valve installed, functional, and connected to discharge pipe properly directed to floor drain or exterior of building. Note any other hazardous conditions present.				
Heating Equipment - Heating equipment must be properly located, installed and capable of providing adequate heat (either directly or indirectly) to all rooms used for living.				
Safety of Heating Equipment - Note any hazardous conditions associated with heating equipment.				

Additional Comments

10. General Health & Safety	Yes, Pass	Correction Required	Comments	Date Correction Approved
Access to Unit - Dwelling unit must be accessible without going through another dwelling unit.				
Exits/Egress/Rescue-Required; Unit must have an alternate means of escape in event of fire/natural disaster				
Evidence of Infestation -Note any severe infestation of pests.				
Garbage and Debris -Note any heavy accumulation of garbage or debris, both inside and/or outside.				

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Site Conditions -Note any site conditions which would seriously and continuously endanger the health or safety of the residents				
Interior Stairs and Common Halls -Note any hazards to the occupant from loose, broken, or missing steps on stairways, missing/insecure railings; inadequate lighting, or other hazards.				
Other Interior Hazards -Note any other hazard not specifically identified previously.				
Elevators - Verify all elevators have a current inspection certificate. If local practice does not require this, are they working and safe?			Not Applicable	
Accessibility -Do one or more of the residents require home accessibility changes? Improvements will be case specific and dependent on the needs of the individual.				
Lead-based Paint Owner Certification - Verify that all lead-based paint hazards at the property, have been stabilized and clearance achieved.			Not Applicable	

Additional Comments:

11. Building Systems- Note Major Systems With less than 5 Years Use Remaining	Yes, Pass	Correction Required	Comments	Date Correction Approved
Electrical System				
Plumbing System				
Structural System(Foundation, Framing)				
Roof/ Exterior Cladding(Siding)				
Exterior Doors/Windows				
HVAC				

Additional Comments: