

**Housing Quality Standards HQS  
Landlord Check list**

<b>Major Areas of Unit</b>	<b>Questions to ask</b>	<b>Yes/ No</b>	<b>Repairs Needed</b>
<b>Electricity</b>	1. Do all the fixtures and outlets work?		
	2. Is there lighting in common hallways and porches?		
	3. Are all the outlets, lights switches and fuse boxes properly covered with no cracks or breaks in the plates or doors?		
	4. Are electric fixtures secured without hanging or exposed wires?		
	5. Are all utilities on the day of the inspection?		
	6. Is there permanently installed heating and cooling equipment?		
<b>Plumbing</b>	7. Is toilet securely fastened with no leaks or gaps and flushes properly?		
	8. Sink – is there hot and cold running water, proper drainage and no leaks?		
	9. Shower/tub- is there hot and cold running water proper drainage and no leaks?		
	10. Is bathroom vented with either a working exhaust fan or an exterior window with screen?		

Major Areas of Unit	Questions to ask	Yes/No	Repairs Needed
Kitchen	11. Is there hot and cold running water, proper drainage and no leaks?		
	12. Is there a fully working stove or cook top and oven with range hood fan or non mechanical vent?		
	13. Do all burners and oven ignite, and are all the knobs present and legible?		
	14. Is there a refrigerator present and does it cool/freeze?		
Other	15. Does the hot water heater work properly?		
	16. Does the water tank have a proper installed pressure relief valve extension line?		
	17. Is the bathroom free of any sewer odor or drainage problem?		
	<b>Unit Interior</b>		
<b>Wall Condition</b>	18. Are all walls free of air and moisture leaks, large holes and cracks?		
<b>Ceiling Condition</b>	19. Are all ceilings free of air and moisture leaks, large holes and cracks?		
<b>Floor Condition</b>	20. Are floors free of weak spots or missing floorboards?		
	21. Are floors free from tripping hazards from loose flooring or covering?		
<b>Cabinets/interior doors</b>	22. Are cabinets securely fastened to wall?		

	Unit Interior		
	23. Is there space for food preparation and storage?		
	24. Are all doors securely hung?		
<b>Security</b>	25. Is there free and clear access to all exits?		
	26. Do all exterior and common area doors have a properly installed and working locks?		
	27. Do all first floor windows and window opening to a stairway, fire escape or landing have locks?		
<b>Health &amp; Safety</b>	28. Is there a working smoke detector on <u>each</u> level of the UNIT?		
	29. Is the unit free of insect and rodent infestation?		
	Unit Exterior		
<b>Windows</b>	30. Is there at least one exterior window in each bedroom and in the living room?		
	31. Do windows open, close and lock properly?		
	32. Is the unit free of broken or leaky windows?		
<b>Other</b>	33. Is the roof free of leaks?		
	34. Is the chimney secure and flue tightly sealed with no gaps?		
	35. Is the unit foundation sound?		
	36. Are opening around doors and windows weather – tight?		
	37. Are sidewalks free of tripping hazards?		

