# Housing Quality Standards (HQS) Pre-Inspection Checklist

## Property Information

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit Type: ☐ Apartment ☐ House ☐ SRO ☐ Other

Unit Size: \_\_\_\_\_ Bedrooms \_\_\_\_\_ Bathrooms

Landlord/Owner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Tax ID/PIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Pre-Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1. General Health & Safety

☐ Unit is free of immediate health hazards (e.g., exposed wiring, gas leaks, structural instability).

☐ Working smoke detectors installed (at least one per level).

☐ Carbon monoxide detector present (if applicable).

☐ Unit free of infestation (rodents, insects, etc.).

☐ Entry doors lock securely; windows can be locked.

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 2. Living Room / Bedrooms

☐ Adequate space for sleeping/living.

☐ At least one window that opens for ventilation.

☐ No broken glass, no signs of water damage.

☐ Electrical outlets functional and covered.

☐ Walls, ceilings, and floors free of large cracks/holes.

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 3. Kitchen

☐ Functional cooking stove/oven.

☐ Refrigerator in working order.

☐ Sink with hot and cold running water.

☐ Cabinets/countertops in usable condition.

☐ No plumbing leaks or mold.

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 4. Bathroom

☐ Toilet in working condition, no leaks.

☐ Sink with hot and cold running water.

☐ Shower/tub functional, with proper drainage.

☐ Ventilation (window or exhaust fan).

☐ No visible mold/mildew.

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 5. Heating, Cooling & Utilities

☐ Heating system functional and safe.

☐ Cooling system (if provided) functional.

☐ Hot water heater operational.

☐ Unit has access to water, gas/electricity.

☐ Circuit breaker or fuse box accessible.

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 6. Building Exterior / Common Areas

☐ Roof, gutters, and exterior walls intact.

☐ Stairs, handrails, and porches safe and secure.

☐ No garbage accumulation or hazards in common areas.

☐ Adequate lighting in hallways and entryways.

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Final Determination

☐ Pass – Unit appears ready for inspection.

☐ Conditional – Repairs needed prior to lease-up.

☐ Fail – Unit not suitable for program placement.

Inspector Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_