

INSPECTION CHECKLIST
Housing Choice Voucher Program

Tennessee Housing Development Agency
 (adapted from HUD-52580; Eff. 7/1/2011)

Tenant Name		Tenant Phone #
Inspector Name	County	Zip Code
Date of Inspection:	Date Repairs to be complete:	Date of Re-Inspection: _____ or attach <i>Landlord Self Certification</i> (annual only)
No. Bedrooms:	No. Rooms for Sleeping:	Approx. Sq. Footage:

INSPECTION TYPE (X)		UNIT TYPE (X)	
Initial		Single family detached-house	Low-rise apartment (less than 4 stories)
Annual		Duplex—Two Family	High-rise apartment (more than 4 stories)
Special		Row/Townhouse/Condo	Manufactured House/Mobile Home
Audit		Group Home	IGR or SRO

Unit Address (Number and Street or Route and Box)		City	State	ZIP
Owner / Agent Name		Phone #'s		
Owner/Agent Address		City	State	ZIP

RATING: **FAIL (DATE)** _____ **PASS (DATE)** _____ **INCONCLUSIVE (DATE)** _____

INSPECTION DELAY SUMMARY

During the inspection process, was there a delay caused by the Tenant ; THDA (admin. delay) No delay .
 If Delay, Date: _____; Reason(s): _____
 Obtain Manager's initials & date: _____

At any time during the inspection process, was an Extension requested? No Yes. If Yes, Extension was requested by the Tenant Owner.
 Was Extension granted? No Yes If Yes, Reason: _____
 Manager's initials & date of approval: _____
 Begin and end dates of initial extension: _____; _____
 (2nd extension end date if granted): _____
NOTE: *The granting of an Extension does not relieve the staff person from conducting a reinspection for the repairs of the other party.*

If unit failed to pass re-inspection and Owner was responsible for repair(s), HAP was abated or terminated n/a
 Dates of abatement period: _____, _____; OR date HAP terminated: _____

EMERGENCY REPAIRS SUMMARY

Were any "EMERGENCY REPAIR ITEMS" found? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A if Initial Insp	Date and time <input type="checkbox"/> Owner <input type="checkbox"/> Tenant notified: _____	Date and time of reinspection: _____
If yes, please list required repair(s): _____	<i>NOTE: Documentation must be placed in file</i>	Was item(s) repaired? <input type="checkbox"/> No <input type="checkbox"/> Yes

LEAD BASED PAINT SUMMARY

WHAT YEAR WAS THE UNIT CONSTRUCTED? _____
NOTE: If the unit was constructed after 1/1/1978, this next question does not need to be completed.
 WILL THERE BE A **CHILD / CHILDREN UNDER THE AGE OF 6** WHO WILL RESIDE, OR IS EXPECTED TO RESIDE, IN THE UNIT ON A REGULAR BASIS? **YES** **NO**.
LEAD BASED PAINT INSTRUCTIONS: IF DETERIORATED PAINT IS FOUND THAT IS BELOW THE DE MINIMIS LISTED IN THE BOOKLET AND THE UNIT WAS BUILT PRIOR TO 1978 WITH A CHILD UNDER THE AGE OF 6 EXPECTED TO RESIDE IN THE UNIT, THE UNIT FAILS UNDER **LEAD BASED PAINT** BUT THE OWNER MAY STABILIZE THE PAINT USING SAFE PRACTICES (no additional certification is required). IF THE PAINT EXCEEDS THE DE MINIMIS, THE UNIT FAILS UNDER **LEAD BASED PAINT**. PAINT STABILIZATION BY A PERSON WITH HUD APPROVED STABILIZATION TRAINING IS REQUIRED. ADDITIONALLY, CLEARANCE TESTING BY A CERTIFIED PERSON IS REQUIRED. ONCE WORK IS COMPLETED, AN OWNER CERTIFICATION WITH COPY OF CLEARANCE REPORT IS REQUIRED FOR PASS RATING.
 IF DETERIORATED PAINT IS FOUND IN A UNIT WHERE A CHILD UNDER 6 IS NOT EXPECTED TO RESIDE AND/OR IN A UNIT BUILT AFTER 1978 THAT IS BELOW THE DE MINIMIS, THE UNIT PASSES. IF THE DETERIORATED PAINT EXCEEDS THE DE MINIMIS, THE UNIT FAILS UNDER **WALL CONDITION-** BUT THE OWNER MAY STABILIZE THE PAINT (no certification is required).

THDA CERTIFICATION

I certify that I have conducted this inspection according to the requirements of HUD's HQS and THDA and the above information is correct.

Inspector's Signature	Date	Housing Assistance Manager's Signature	Date
-----------------------	------	--	------

INSTRUCTIONS: Complete the following questions for lease in place and annual recertifications only.

Are there any leaks in the roof or ceiling ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, where:
Are there any problems with the floor or walls ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, where:
Are there any plumbing leaks or other water/plumbing problems ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, where:
Are there any electrical problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, where:
Do all of the electrical outlets throughout your house work ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, where:
Do all of the locks on your windows and exterior doors work (and are locks on all of them)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, where:
Do you have a key to unlock your doors ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, which door:
Does your oven and all of your stove burners work properly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Burners <input type="checkbox"/> Oven
Who owns the stove ?	<input type="checkbox"/> Tenant	<input type="checkbox"/> Landlord
Is the stove . . .	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric
Does your freezer and refrigerator work properly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Freezer <input type="checkbox"/> Refrigerator
Who owns the refrigerator ?	<input type="checkbox"/> Tenant	<input type="checkbox"/> Landlord
Do you have any bugs or mice ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Bugs <input type="checkbox"/> Mice
What kind of water do you have?	<input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Well Water	
Do you have any problems with your water or sewer service?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what kind:
Has your landlord installed a new water heater since the last inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any problems with your heat or air conditioning ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what kind:
Is your heat . . .	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric
	<i>Natural or Propane?</i>	
What kind of heat do you have?	<input type="checkbox"/> Central <input type="checkbox"/> Wall Unit <input type="checkbox"/> Ventless Gas <input type="checkbox"/> Wood <input type="checkbox"/> Vented Gas <input type="checkbox"/> Baseboard <input type="checkbox"/> Radiant <input type="checkbox"/> Floor Furnace <input type="checkbox"/> Other	
If you have gas heat/appliances, do you have a carbon monoxide detector that works?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
How many children under the age of 6 reside, or are expected to reside, in the household?	_____ #	<input type="checkbox"/> None
Who is responsible for the removal of the trash ?	<input type="checkbox"/> Tenant	<input type="checkbox"/> Landlord
Are you having any other problems with your unit ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain:		
<input type="checkbox"/> No household member present for the inspection to answer questions.		

EMERGENCY REPAIR ITEMS

Following are items considered to be “emergency repair items” by THDA: (NOTE: any item identified as being an immediate threat to the health and safety of the resident(s) may be determined to be an “emergency repair item”; however, once an item is declared to be an “emergency repair item”, the appropriate guidelines must be enforced.)

- | | | |
|---|---|---|
| Escaping gas from stove | Major plumbing leaks or flooding | Natural gas leak or fumes |
| No running water | Utilities shut off (disconnected) | Broken glass where someone could get cut |
| Inoperable smoke detector | Inoperable carbon monoxide detector*** | Unit cannot be adequately secured |
| Obstacle which prevents tenant’s access to unit | Plugged and overflowing toilet | |
| Electrical situation which could result in shock or fire | No heat when outside temperature is below 50 degrees | |

*If there is another toilet available for the family’s use within the unit, then this item is not an “emergency repair item” if the toilet in question does not present any health hazards (such as emission of sewer gases or toilet is overflowing/backed up) then the repair will not be required to be made in 24 hours. The toilet valve may be turned off instead of making it an emergency repair (when another toilet is present if the valve is present)

**If doors and windows can be secured in a safe, but temporary, manner (and still be in compliance with HQS guidelines), then item may not have to be repaired under “emergency” guidelines.

*** If a ventless gas heater is being used, the carbon monoxide detector must be working properly at all times.

If any of the above items can be remedied in such a manner so that the health and safety of the resident(s) is not compromised, the Inspection Booklet must be documented with an explanation of the manner taken to temporarily remedy the situation. If the item in question can be repaired in a safe, but temporary, manner, the emergency repair guidelines will not be required, but will require repair within 30 days.

LIVING ROOM		P	F	I	NA	Repairs Required/ Comments/ Description of Location
1.1	Is there a living room?					
Is the living room used as sleeping room? <input type="checkbox"/> Yes <input type="checkbox"/> No. If Yes , skip this section and complete the inspection based on the "Other Rooms used for Living/Sleeping" section.						
1.2 Illumination	Are there at least 2 working outlets or 1 working outlet and 1 working, permanently installed light fixture ? <i>NOTE: Test at least 2 outlets using proper methods to ensure working condition.</i>					
1.3. Elec Haz	Do all permanently installed ceiling or wall light fixtures mounted less than 6 feet from the floor have covers if they were designed to have covers?					
1.3 Elec Haz	Are light fixtures/ceiling fans secured to the wall or ceiling ?					
1.3 Elec Haz	Are all outlets/switches flush with the wall and do they have intact (not broken), tight fitting cover plates ?					
1.3. Elec Haz	Is room free from any frayed or exposed wiring and is the wiring the proper type?					
1.4 Security	Does any door that is accessible from the outside (exterior) have a secure frame , working lock , knob in good condition. Is the threshold adequate, and is the door airtight (no visible light)? <i>NOTE: Padlocks not allowed; if door is partially glass (or alternate egress is present), then double keyed locks okay; if there is no glass in the door (or alternate egress is not present), then "flip" type lock okay.</i>					
1.5. Window	Is there at least one window ? (which opens to the exterior)					
1.5. Window	Are all windows free of breaks/cracks or missing panes , and other deterioration? Are the frames secure? Do the locks work? Is the window airtight and do sashes meet ?					
1.5. Window	If no central A/C is present in the unit, does this window have a screen ? Is screen torn, missing, need to be replaced?					
1.5. Window	If windows are made to open, will at least one window open ? Will this window remain up when raised? <i>NOTE: Props are not allowed in any windows.</i>					
1.6 Ceiling	Is the ceiling sound and free from hazardous bulges, defects, holes, leaks?					
1.7 Wall	Are the walls sound and free from hazardous bulges, holes or defects (post-1978 deteriorated paint)?					
Other Hazards/ Wall	Do interior doors, including closet, present any potentially hazardous conditions ? <i>Note: Door may be removed, rather than repaired.</i>					
1.8 Floor	Is the floor sound and free from hazardous bulges, defects, holes, soft spots, or tripping hazards?					
1.9 LBP	Are all large interior painted surfaces (ceilings, floors, doors, walls, etc.) free of deteriorated paint ? If deteriorated paint is present, the area <input type="checkbox"/> EXCEEDS <input type="checkbox"/> DOES NOT EXCEED 2 sq. feet and/or more than 10% of a component. <i>NOTE: SEE PAGE 1 FOR INSTRUCTIONS.</i>					
1.9 LBP	Are all small surface areas (windowsills, baseboards, trim, etc.) free of deteriorated paint ? If deteriorated paint is present, the area <input type="checkbox"/> EXCEEDS <input type="checkbox"/> DOES NOT EXCEED 2 sq. feet and/or more than 10% of a component. <i>NOTE: SEE PAGE 1 FOR INSTRUCTIONS</i>					
COMMENTS						

KITCHEN AREA		P	F	I	NA	Repairs Required/Comments
2.1	Is there a kitchen?					
2.2 Illumination	Is there at least 1 working outlet and 1 working, permanently installed ceiling or wall light fixture ? <i>NOTE: Test at least 1 outlet using proper methods to ensure working condition.</i>					
2.3. Elec Haz	Do all permanently installed ceiling or wall light fixtures mounted less than 6 feet from the floor have covers if they were designed to have covers?					
2.3 Elec Haz	Are light fixtures/ceiling fans secured to the wall or ceiling ?					
2.3 Elec Haz	Are all outlets/switches flush with the wall and do they have intact (not broken), tight fitting cover plates ? Are outlets located where water may splash or collect?					
2.3. Elec Haz	Is room free from any frayed or exposed wiring and is the wiring the proper type?					
2.4 Security	Does any door that is accessible from the outside (exterior) have a secure frame , working lock, knob in good condition. Is the threshold adequate, and is the door airtight (no visible light)? <i>NOTE: Padlocks not allowed; if door is partially glass (or alternate egress is present), then double keyed locks okay; if there is no glass in the door (or alternate egress is not present), then "flip" type lock okay.</i>					
2.5. Window	Are all windows free of breaks/cracks or missing panes , and other deterioration? Are the frames secure? Do the locks work? Is the window airtight and do sashes meet ?					
2.5. Window	If no central A/C is present in the unit, does this window have a screen ? Is screen torn, missing, need to be replaced?					
2.5. Window	If windows are made to open, will at least one window open ? Will this window remain up when raised? <i>NOTE: Props are not allowed.</i>					
2.6 Ceiling	Is the ceiling sound and free from hazardous bulges, defects, holes, leaks?					
2.7 Wall	Are the walls sound and free from hazardous bulges, holes or defects (post-1978 deteriorated paint)?					
Other Haz/Wall	Do interior doors, including closet, present any potentially hazardous conditions ? Note: Door may be removed, rather than repaired.					
2.8 Floor	Is the floor sound and free from hazardous bulges, defects, holes, soft spots, or tripping hazards?					
2.9 LBP	Are all large interior painted surfaces (ceilings, floors, doors, walls, etc.) free of deteriorated paint ? If deteriorated paint is present, the area <input type="checkbox"/> EXCEEDS <input type="checkbox"/> DOES NOT EXCEED 2 sq. feet and/or more than 10% of a component. <i>NOTE: SEE PAGE 1 FOR INSTRUCTIONS</i>					
2.9 LBP	Are all small surface areas (windowsills, baseboards, trim, etc.) free of deteriorated paint ? If deteriorated paint is present, the area <input type="checkbox"/> EXCEEDS <input type="checkbox"/> DOES NOT EXCEED 2 sq. feet and/or more than 10% of a component. <i>NOTE: SEE PAGE 1 FOR INSTRUCTIONS.</i>					
2.10 Stove	Stove is <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC					
NOTE: IF OWNER OWNS GAS STOVE, THEN THE GAS CERTIFICATION MUST BE SIGNED ANNUALLY.						
2.10 Stove	Are stove and refrigerator plugged into an outlet ? <i>NOTE: the stove and refrigerator cannot be plugged into an extension cord</i>					
2.10 Stove	Is there a microwave or stove with an oven and all burners working ?					
2.10 Stove	Is the oven door secure and knobs and handles present? Is there at least one rack in the oven? Are there any other safety hazards ?					
2.11 Refrig	Is there a refrigerator which freezes and cools properly? Check gaskets/seals. Are there any other safety hazards ? Is there at least one shelf present ? Is grill present, if designed to have a grill?					
2.12 Sink	Is there a sink in the kitchen with secure handles present?					
2.12 Sink	Is the faucet secured properly and is it free from leaks or drips ?					
2.12 Sink	Does the sink have hot and cold water ?					
2.12 Sink	Are all holes around the pipes covered and are pipes free from leaks or drips ?					
2.12 Sink	Does the water drain properly? Is the vent or trap properly installed?					
2.12 Sink	Is the water pressure adequate?					
2.13 Food Prep	Is there a space to store and prepare food?					
2.13 Food Prep	Are cabinets, drawers and countertops adequate to store food and prepare food properly? Are there any safety hazards present?					
COMMENTS						

BATHROOMS NOTE: A window that opens or vent fan is required		Bathroom 1				Bathroom 2			
		Right Front Floor Level	Ctr Ctr	Left Rear	NA	Right Front Floor Level	Ctr Ctr	Left Rear	NA
		P	F	I	NA	P	F	I	NA
3.1	Is there a bathroom present?								
3.2 illumination	Is there at least 1 working, permanently installed light fixture ?								
3.3. Elec Haz	Do all permanently installed ceiling or wall light fixtures mounted less than 6 feet from the floor have covers if they were designed to have covers?								
3.3 Elec Haz	Are light fixtures/ceiling fans secured to the wall or ceiling ?								
3.3 Elec Haz	Are all outlets/switches flush with the wall and do they have intact (not broken), tight fitting cover plates ? Are outlets located where water may splash or collect?								
3.3. Elec Haz	Is room free from any frayed or exposed wiring and is the wiring the proper type?								
3.4 Security	Does any door that is accessible from the outside (exterior) have a secure frame , working lock, knob in good condition. Is the threshold adequate, and is the door airtight (no visible light)? NOTE: <i>Padlocks not allowed</i> ; if door is partially glass (or alternate egress is present), then double keyed locks okay; if there is no glass in the door (or alternate egress is not present), then "flip" type lock okay.								
3.5. Window	Are all windows free of breaks/cracks or missing panes , and other deterioration? Are the frames secure? Do the locks work? Is the window airtight and do sashes meet ?								
3.5. Window	If no central A/C is present in the unit, does this window have a screen ? Is screen torn, missing, need to be replaced?								
3.5. Window	If windows are made to open, will at least one window open ? Will this window remain up when raised? NOTE: <i>Props are not allowed.</i>								
3.6 Ceiling	Is the ceiling sound and free from hazardous bulges, defects, holes, leaks?								
3.7 Wall	Are the walls sound and free from hazardous bulges, holes or defects (post-1978 deteriorated paint)?								
Other Hazards/ Wall	Do interior doors, including closet, present any potentially hazardous conditions ? Note: <i>Bathroom must be private. Door to room may not be removed, rather than repaired unless it is a closet door.</i>								
3.8 Floor	Is the floor sound and free from hazardous bulges, defects, holes, soft spots, or tripping hazards?								
3.9 LBP	Are all large interior painted surfaces (ceilings, floors, doors, walls, etc.) free of deteriorated paint ? If deteriorated paint is present, the area <input type="checkbox"/> EXCEEDS <input type="checkbox"/> DOES NOT EXCEED 2 sq. feet and/or more than 10% of a component. NOTE: SEE PAGE 1 FOR INSTRUCTIONS								
3.9 LBP	Are all small surface areas (windowsills, baseboards, trim, etc.) free of deteriorated paint ? If deteriorated paint is present, the area <input type="checkbox"/> EXCEEDS <input type="checkbox"/> DOES NOT EXCEED 2 sq. feet and/or more than 10% of a component. NOTE: SEE PAGE 1 FOR INSTRUCTIONS.								
3.10 Toilet	Is there a door for privacy ? A door is required to enclose toilet.								
3.10 Toilet	Does the toilet flush and shut off properly ; is it free from leaks/cracks ; and does it have a toilet seat and tank top ? Is it stable / secure ?								
3.11 Sink	Is there a sink in the bathroom with secure handles present?								
3.11 Sink	Is the faucet secured properly and is it free from leaks or drips ?								
3.11 Sink	Does the sink have hot and cold water ?								
3.11 Sink	Are all holes around the pipes covered and are pipes free from leaks or drips ?								
3.11 Sink	Does the water drain properly? Is the vent or trap properly installed?								
3.11 Sink	Is the water pressure adequate?								
3.12 Tub/Show	Is there a tub or shower present with secure showerhead/faucet, handles, and levers present?								
3.12 Tub/Show	Does the tub or shower have hot and cold running water ?								
3.12 Tub/Show	Are there sharp/broken areas or is there a need for caulking in or around the tub/shower area?								
3.12 Tub/Show	Is the tub or shower free from leaks or drips and does it drain properly?								
3.12 Tub	Does the tub or shower have adequate water pressure ?								
3.13 Vent	If there is no openable window, is there a vent fan present ? Does it operate properly?								
COMMENTS									

OTHER ROOMS USED FOR LIVING OR SLEEPING		Code: _____				Code: _____			
		Right		Left		Right		Left	
		Front	Ctr	Front	Rear	Front	Ctr	Front	Rear
		Floor Level _____				Floor Level _____			
		P	F	I	NA	P	F	I	NA
4.2 Illumination	BEDROOM: Are there at least 2 working outlets or 1 working outlet and 1 working, permanently installed light fixture ? <i>NOTE: Test at least 2 outlets to ensure working condition.</i>								
4.2 Illumination	OTHER ROOMS: Is there 1 working outlet or 1 working, permanently installed light fixture or light from a window in or near the room? <i>NOTE: Test at least 1 outlet to ensure working condition.</i>								
4.3. Elec Haz	Do all permanently installed ceiling or wall light fixtures mounted less than 6 feet from the floor have covers if they were designed to have covers?								
4.3 Elec Haz	Are light fixtures/ceiling fans secured to the wall or ceiling ?								
4.3 Elec Haz	Are all outlets/switches flush with the wall and do they have intact (not broken), tight fitting cover plates ?								
4.3. Elec Haz	Is room free from any frayed or exposed wiring and is the wiring the proper type?								
4.4 Security	Does any door that is accessible from the outside (exterior) have a secure frame , working lock , knob in good condition. Is the threshold adequate, and is the door airtight (no visible light)? <i>NOTE: Padlocks not allowed; if door is partially glass (or alternate egress is present), then double keyed locks okay; if there is no glass in the door (or alternate egress is not present), then "flip" type lock okay.</i>								
Security/ Privacy	If this room is used for sleeping , is there an interior door for privacy ? <i>Note: A door is not required, but it is recommended for sleeping rooms.</i>								
4.5. Window	Is there at least one window ? <i>Note: If the room is used for sleeping, it must have a window to the exterior. The window must open if designed to open.</i>								
4.5. Window	Are all windows free of breaks/cracks or missing panes , and other deterioration? Are the frames secure? Do the locks work? Is the window airtight and do sashes meet ?								
4.5. Window	If no central A/C is present in the unit, does this window have a screen ? Is screen torn, missing, need to be replaced?								
4.5. Window	If windows are made to open, will at least one window open ? Will this window remain up when raised? <i>NOTE: Props are not allowed in any windows.</i>								
4.6 Ceiling	Is the ceiling sound and free from hazardous bulges, defects, holes, leaks?								
4.7 Wall	Are the walls sound and free from hazardous bulges, holes or defects (post-1978 deteriorated paint)?								
4.8 Floor	Is the floor sound and free from hazardous bulges, defects, holes, soft spots, or tripping hazards?								
4.8 Steps	If there are four or more steps or the steps, balconies, ledges , or any other exposed area is 30" or higher , is there a secure handrail or adequate protection to prevent a person from falling through?								
4.8 Steps	Are all steps present, stable and secure ?								
4.9 LBP	Are all large interior painted surfaces (ceilings, floors, doors, walls, etc.) free of deteriorated paint ? If deteriorated paint is present, the area <input type="checkbox"/> EXCEEDS <input type="checkbox"/> DOES NOT EXCEED 2 sq. feet and/or more than 10% of a component. <i>NOTE: SEE PAGE 1 FOR INSTRUCTIONS.</i>								
4.9 LBP	Are all small surface areas (windowsills, baseboards, trim, etc.) free of deteriorated paint ? If deteriorated paint is present, the area <input type="checkbox"/> EXCEEDS <input type="checkbox"/> DOES NOT EXCEED 2 sq. feet and/or more than 10% of a component. <i>NOTE: SEE PAGE 1 FOR INSTRUCTIONS.</i>								
4.10 Smoke Detector	If this room is used for sleeping , is there an operable smoke detector located outside of this room ? If no, an operable smoke detector is required and must be installed outside of each sleeping room in the immediate vicinity.								
HEAT SOURCE	If a ventless gas heater is present in the unit , the owner certification in must be signed. If a ventless gas heater is present in the bedroom , it must be designed for bedroom use and an operable carbon monoxide detector must be present IN THE BEDROOM.								
COMMENTS									

OTHER ROOMS USED FOR LIVING OR SLEEPING		Code: _____				Code: _____			
		Right Front		Left Rear		Right Front		Left Rear	
		P	F	I	NA	P	F	I	NA
4.2 Illumination	BEDROOM: Are there at least 2 working outlets or 1 working outlet and 1 working, permanently installed light fixture ? <i>NOTE: Test at least 2 outlets to ensure working condition.</i>								
4.2 Illumination	OTHER ROOMS: Is there 1 working outlet or 1 working, permanently installed light fixture or light from a window in or near the room? <i>NOTE: Test at least 1 outlet to ensure working condition.</i>								
4.3 Elec Haz	Do all permanently installed ceiling or wall light fixtures mounted less than 6 feet from the floor have covers if they were designed to have covers?								
4.3 Elec Haz	Are light fixtures/ceiling fans secured to the wall or ceiling ?								
4.3 Elec Haz	Are all outlets/switches flush with the wall and do they have intact (not broken), tight fitting cover plates ?								
4.3 Elec Haz	Is room free from any frayed or exposed wiring and is the wiring the proper type?								
4.4 Security	Does any door that is accessible from the outside (exterior) have a secure frame , working lock , knob in good condition. Is the threshold adequate, and is the door airtight (no visible light)? <i>NOTE: Padlocks not allowed; if door is partially glass (or alternate egress is present), then double keyed locks okay; if there is no glass in the door (or alternate egress is not present), then "flip" type lock okay.</i>								
Security/Privacy	If this room is used for sleeping , is there an interior door for privacy ? <i>Note: A door is not required, but it is recommended for sleeping rooms.</i>								
4.5 Window	Is there at least one window ? <i>Note: If the room is used for sleeping, it must have a window to the exterior. The window must open if designed to open.</i>								
4.5 Window	Are all windows free of breaks/cracks or missing panes , and other deterioration? Are the frames secure? Do the locks work? Is the window airtight and do sashes meet ?								
4.5 Window	If no central A/C is present in the unit, does this window have a screen ? Is screen torn, missing, need to be replaced?								
4.5 Window	If windows are made to open, will at least one window open ? Will this window remain up when raised? <i>NOTE: Props are not allowed in any windows.</i>								
4.6 Ceiling	Is the ceiling sound and free from hazardous bulges, defects, holes, leaks?								
4.7 Wall	Are the walls sound and free from hazardous bulges, holes or defects (post-1978 deteriorated paint)?								
4.8 Floor	Is the floor sound and free from hazardous bulges, defects, holes, soft spots, or tripping hazards?								
4.8 Steps	If there are four or more steps or the steps, balconies, ledges , or any other exposed area is 30" or higher , is there a secure handrail or adequate protection to prevent a person from falling through?								
4.8 Steps	Are all steps present, stable and secure ?								
4.9 LBP	Are all large interior painted surfaces (ceilings, floors, doors, walls, etc.) free of deteriorated paint ? If deteriorated paint is present, the area <input type="checkbox"/> EXCEEDS <input type="checkbox"/> DOES NOT EXCEED 2 sq. feet and/or more than 10% of a component. <i>NOTE: SEE PAGE 1 FOR INSTRUCTIONS.</i>								
4.9 LBP	Are all small surface areas (windowsills, baseboards, trim, etc.) free of deteriorated paint ? If deteriorated paint is present, the area <input type="checkbox"/> EXCEEDS <input type="checkbox"/> DOES NOT EXCEED 2 sq. feet and/or more than 10% of a component. <i>NOTE: SEE PAGE 1 FOR INSTRUCTIONS.</i>								
4.10 Smoke Detector	If this room is used for sleeping , is there an operable smoke detector located outside of this room ? If no, an operable smoke detector is required and must be installed outside of each sleeping room in the immediate vicinity.								
HEAT SOURCE	If a ventless gas heater is present in the unit , the owner certification in must be signed. If a ventless gas heater is present in the bedroom , it must be designed for bedroom use and an operable carbon monoxide detector must be present IN THE BEDROOM.								
COMMENTS									

OTHER ROOMS USED FOR LIVING OR SLEEPING Room Codes: 1=Bedroom or Other room used for Sleeping; 2=Dining room/area; 3=Den/family room, Playroom; 4=Halls, Corridors, Staircases; 5=Other		Code: _____				Code: _____			
		Right Front		Left Rear		Right Front		Left Rear	
		P	F	I	NA	P	F	I	NA
4.2 Illumination	BEDROOM: Are there at least 2 working outlets or 1 working outlet and 1 working, permanently installed light fixture ? <i>NOTE: Test at least 2 outlets to ensure working condition.</i>								
4.2 Illumination	OTHER ROOMS: Is there 1 working outlet or 1 working, permanently installed light fixture or light from a window in or near the room? <i>NOTE: Test at least 1 outlet to ensure working condition.</i>								
4.3. Elec Haz	Do all permanently installed ceiling or wall light fixtures mounted less than 6 feet from the floor have covers if they were designed to have covers?								
4.3 Elec Haz	Are light fixtures/ceiling fans secured to the wall or ceiling ?								
4.3 Elec Haz	Are all outlets/switches flush with the wall and do they have intact (not broken), tight fitting cover plates ?								
4.3. Elec Haz	Is room free from any frayed or exposed wiring and is the wiring the proper type?								
4.4 Security	Does any door that is accessible from the outside (exterior) have a secure frame , working lock, knob in good condition. Is the threshold adequate, and is the door airtight (no visible light)? <i>NOTE: Padlocks not allowed; if door is partially glass (or alternate egress is present), then double keyed locks okay; if there is no glass in the door (or alternate egress is not present), then "flip" type lock okay.</i>								
Security/ Privacy	If this room is used for sleeping , is there an interior door for privacy ? <i>Note: A door is not required, but it is recommended for sleeping rooms.</i>								
4.5. Window	Is there at least one window ? <i>Note: If the room is used for sleeping, it must have a window to the exterior. The window must open if designed to open.</i>								
4.5. Window	Are all windows free of breaks/cracks or missing panes , and other deterioration? Are the frames secure? Do the locks work? Is the window airtight and do sashes meet ?								
4.5. Window	If no central A/C is present in the unit, does this window have a screen ? Is screen torn, missing, need to be replaced?								
4.5. Window	If windows are made to open, will at least one window open ? Will this window remain up when raised? <i>NOTE: Props are not allowed in any windows.</i>								
4.6 Ceiling	Is the ceiling sound and free from hazardous bulges, defects, holes, leaks?								
4.7 Wall	Are the walls sound and free from hazardous bulges, holes or defects (post-1978 deteriorated paint)?								
4.8 Floor	Is the floor sound and free from hazardous bulges, defects, holes, soft spots, or tripping hazards?								
4.8 Steps	If there are four or more steps or the steps, balconies, ledges , or any other exposed area is 30" or higher , is there a secure handrail or adequate protection to prevent a person from falling through?								
4.8 Steps	Are all steps present, stable and secure ?								
4.9 LBP	Are all large interior painted surfaces (ceilings, floors, doors, walls, etc.) free of deteriorated paint ? If deteriorated paint is present, the area <input type="checkbox"/> EXCEEDS <input type="checkbox"/> DOES NOT EXCEED 2 sq. feet and/or more than 10% of a component. <i>NOTE: SEE PAGE 1 FOR INSTRUCTIONS.</i>								
4.9 LBP	Are all small surface areas (windowsills, baseboards, trim, etc.) free of deteriorated paint ? If deteriorated paint is present, the area <input type="checkbox"/> EXCEEDS <input type="checkbox"/> DOES NOT EXCEED 2 sq. feet and/or more than 10% of a component. <i>NOTE: SEE PAGE 1 FOR INSTRUCTIONS.</i>								
4.10 Smoke Detector	If this room is used for sleeping , is there an operable smoke detector located outside of this room ? If no, an operable smoke detector is required and must be installed outside of each sleeping room in the immediate vicinity.								
HEAT SOURCE	If a ventless gas heater is present in the unit , the owner certification in must be signed. If a ventless gas heater is present in the bedroom , it must be designed for bedroom use and an operable carbon monoxide detector must be present IN THE BEDROOM.								
COMMENTS									

OTHER ROOMS USED FOR LIVING OR SLEEPING Room Codes: 1=Bedroom or Other room used for Sleeping; 2=Dining room/area; 3=Den/family room, Playroom; 4=Halls, Corridors, Staircases; 5=Other		Code: _____				Code: _____			
		Right Front		Left Rear		Right Front		Left Rear	
		Floor Level _____		Floor Level _____		Floor Level _____		Floor Level _____	
		P	F	I	NA	P	F	I	NA
4.2 Illumination	BEDROOM: Are there at least 2 working outlets or 1 working outlet and 1 working, permanently installed light fixture ? <i>NOTE: Test at least 2 outlets to ensure working condition.</i>								
4.2 Illumination	OTHER ROOMS: Is there 1 working outlet or 1 working, permanently installed light fixture or light from a window in or near the room? <i>NOTE: Test at least 1 outlet to ensure working condition.</i>								
4.3. Elec Haz	Do all permanently installed ceiling or wall light fixtures mounted less than 6 feet from the floor have covers if they were designed to have covers?								
4.3 Elec Haz	Are light fixtures/ceiling fans secured to the wall or ceiling ?								
4.3 Elec Haz	Are all outlets/switches flush with the wall and do they have intact (not broken), tight fitting cover plates ?								
4.3. Elec Haz	Is room free from any frayed or exposed wiring and is the wiring the proper type?								
4.4 Security	Does any door that is accessible from the outside (exterior) have a secure frame , working lock, knob in good condition. Is the threshold adequate, and is the door airtight (no visible light)? <i>NOTE: Padlocks not allowed; if door is partially glass (or alternate egress is present), then double keyed locks okay; if there is no glass in the door (or alternate egress is not present), then "flip" type lock okay.</i>								
Security/ Privacy	If this room is used for sleeping , is there an interior door for privacy ? <i>Note: A door is not required, but it is recommended for sleeping rooms.</i>								
4.5. Window	Is there at least one window ? <i>Note: If the room is used for sleeping, it must have a window to the exterior. The window must open if designed to open.</i>								
4.5. Window	Are all windows free of breaks/cracks or missing panes , and other deterioration? Are the frames secure? Do the locks work? Is the window airtight and do sashes meet ?								
4.5. Window	If no central A/C is present in the unit, does this window have a screen ? Is screen torn, missing, need to be replaced?								
4.5. Window	If windows are made to open, will at least one window open ? Will this window remain up when raised? <i>NOTE: Props are not allowed in any windows.</i>								
4.6 Ceiling	Is the ceiling sound and free from hazardous bulges, defects, holes, leaks?								
4.7 Wall	Are the walls sound and free from hazardous bulges, holes or defects (post-1978 deteriorated paint)?								
4.8 Floor	Is the floor sound and free from hazardous bulges, defects, holes, soft spots, or tripping hazards?								
4.8 Steps	If there are four or more steps or the steps, balconies, ledges , or any other exposed area is 30" or higher , is there a secure handrail or adequate protection to prevent a person from falling through?								
4.8 Steps	Are all steps present, stable and secure ?								
4.9 LBP	Are all large interior painted surfaces (ceilings, floors, doors, walls, etc.) free of deteriorated paint ? If deteriorated paint is present, the area <input type="checkbox"/> EXCEEDS <input type="checkbox"/> DOES NOT EXCEED 2 sq. feet and/or more than 10% of a component. <i>NOTE: SEE PAGE 1 FOR INSTRUCTIONS.</i>								
4.9 LBP	Are all small surface areas (windowsills, baseboards, trim, etc.) free of deteriorated paint ? If deteriorated paint is present, the area <input type="checkbox"/> EXCEEDS <input type="checkbox"/> DOES NOT EXCEED 2 sq. feet and/or more than 10% of a component. <i>NOTE: SEE PAGE 1 FOR INSTRUCTIONS.</i>								
4.10 Smoke Detector	If this room is used for sleeping , is there an operable smoke detector located outside of this room ? If no, an operable smoke detector is required and must be installed outside of each sleeping room in the immediate vicinity.								
HEAT SOURCE	If a ventless gas heater is present in the unit , the owner certification in must be signed. If a ventless gas heater is present in the bedroom , it must be designed for bedroom use and an operable carbon monoxide detector must be present IN THE BEDROOM.								
COMMENTS									

SECONDARY ROOMS NOT USED FOR LIVING OR SLEEPING		Room Code				Room Code				Room Code			
*ROOM CODES		P	F	I	NA	P	F	I	NA	P	F	I	NA
1 – Utility/Laundry 2—Porch 3—Basement (Smoke Detector Req'd.) 4—Other:													
Check here if none and go to next section. <input type="checkbox"/>													
5.2 Illumination	Is there 1 working outlet or 1 working, permanently installed ceiling or wall light fixture or light from a window in or near the room?												
5.3. Elec Haz	Do all permanently installed ceiling or wall light fixtures mounted less than 6 feet from the floor have covers if they were designed to have covers?												
5.3 Elec Haz	Are light fixtures/ceiling fans secured to the wall or ceiling ?												
5.3 Elec Haz	Are all outlets/switches flush with the wall and do they have intact (not broken), tight fitting cover plates ?												
5.3. Elec Haz	Is room free from any frayed or exposed wiring and is the wiring the proper type?												
5.4 Security	Does any door that is accessible from the outside (exterior) have a secure frame , working lock , knob in good condition. Is the threshold adequate, and is the door airtight (no visible light/adequate weatherstrip)? NOTE: <u>Padlocks not allowed</u> ; if door is partially glass (or alternate egress is present), then double keyed locks okay; if there is no glass in the door (or alternate egress is not present), then "flip" type lock okay.												
Smoke Detect	Does the smoke detector(s) operate properly and is it installed in the basement area?												
Hazards	Is the room free of any potentially hazardous conditions including chipping, peeling paint or unstable walls, floors or ceilings? If fail, describe: _____												
COMMENTS													

HEATING, VENTILATION/COOLING, PLUMBING		P	F	I	N/A	Repairs Required/Comments
HEAT SOURCE: <input type="checkbox"/> Gas* <input type="checkbox"/> Electric NOTE: If unit is heated by gas, Owner must annually sign Gas Certification in Part 4.						
TYPE OF HEAT EQUIPMENT: (check all that apply) <input type="checkbox"/> Central <input type="checkbox"/> Wall Unit <input type="checkbox"/> Ventless Gas <input type="checkbox"/> Wood <input type="checkbox"/> Vented Gas <input type="checkbox"/> Baseboard <input type="checkbox"/> Radiant <input type="checkbox"/> Floor Furnace <input type="checkbox"/> Other _____						
NOTE: Wood burning stoves are not allowed as the primary source of heat in a mobile home.						
7.1. Heat Ad	Is there a <input type="checkbox"/> direct or <input type="checkbox"/> indirect heat source? <i>NOTE: A direct or indirect heat source provides adequate heat to every room.</i>					
7.1. Heat Ad	Does the heat source operate properly?					
7.2. Heat Safety	Is unit free of any unvented gas space heaters ?					
7.2. Heat Safety	Does the permanent heater appear to be properly installed with working knob(s) ? (wall units, baseboards, vented gas, etc.)					
7.2. Heat Safety	If gas stove , are collars present and installed securely , with no visible openings ?					
7.2. Heat Safety	If gas stoves are present with flues , are they properly installed with secure pipes ?					
7.2. Heat Safety	Are all ventless gas heaters permanently installed ?					
7.2. Heat Safety	If a ventless gas heater is present inside a sleeping room , is the heater designed for bedroom use ?					
7.2. Heat Safety	If the unit is a mobile home with a ventless gas heater(s) , is it (they) designed for mobile home use ?					
7.2. Heat Safety	If this room is used for sleeping , and a ventless gas heater is present, is operable carbon monoxide detector present inside the room? <i>NOTE: If the room is not used for sleeping, a carbon monoxide detector is not required inside the room but is required in the unit.</i>					

HEATING, VENTILATION/COOLING, PLUMBING		P	F	I	N/A	Repairs Required/Comments
7.2. Heat Safety	If there are flues on the wood stoves , are they properly installed with secure pipes ?					
7.2. Heat Safety	If wood stove , are collars present and installed securely , with no visible openings ?					
7.2. Heat Safety	If wood is the primary source of heat , is the chimney or flue cleaned annually ?					
7.3 Vent/Cool	Does unit have adequate ventilation ? NOTE: Consider availability of air conditioning in each room, number of <u>openable</u> windows in each room, type of unit, etc. when making this decision. If ventilation is inadequate a window(s), window A/C, screen on an openable window, or other form of ventilation must be added to unit.					
7.3 Vent/Cool	Are window air conditioners free of any exposed or frayed wiring , or any other hazardous conditions ?					
7.3 Vent/Cool	Is window air conditioner installed in such a manner that daylight cannot be seen above or around it ?					
7.3 Vent/Cool	Is cover present on window air conditioner ?					
Who owns the window air conditioner: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <i>Note: Repairs are the responsibility of the party who owns the unit.</i>						
LOCATION OF THE WATER HEATER:						
Water heater is: <input type="checkbox"/> Electric <input type="checkbox"/> Gas* Water heater is: <input type="checkbox"/> Accessible <input type="checkbox"/> Inaccessible** Water heater is: <input type="checkbox"/> Tank type <input type="checkbox"/> Tankless type***						
*If water heater is Gas , Owner must annually sign Gas Certification						
**If water heater is inaccessible by THDA staff person , Owner must annually sign Water Heater Certification .						
***If tankless water heater has been installed, documentation must be obtained (and placed in the file) that the water heater has passed inspection by the local Codes Department.						
7.4 Wtr Htr	Tank type gas water heater: If located in living or sleeping area*, is it enclosed ? (An acceptable enclosure is a "shield" that is secured to the wall or floor, provides ventilation, and is at least 6" higher than the water heater.) * HUD's definition of "rooms used for living" is areas of the unit that are walked through or lived in on a regular basis. Rooms or other areas that have been permanently, or near permanently, closed off or areas that are infrequently entered are not included. Occasional use of a washer or dryer in an otherwise unused room does not constitute regular use.					
7.4 Wtr Htr	Is (are) the cover or cover panels present and securely installed?					
7.4 Wtr Htr	Tank or tankless gas water heater: Is collar present and installed securely, with no visible openings?					
7.4 Wtr Htr	Tank or tankless gas water heater: Is the flue secure ?					
7.4 Wtr Htr	Is there a temperature-pressure relief valve with a 3/4" overflow pipe present ? (Not required on electric tankless water heaters)					
7.4 Wtr Htr	Does the overflow pipe extend to within 6" of the floor or to the exterior of the unit? (Not required on electric tankless heaters)					
7.4 Wtr Htr	Are there any hazardous or combustible materials stored on top of or near the water heater or other hazards in the area?					
7.4 Wtr Htr	Electric water heater: If it is readily accessible (it is not located in an area that is not accessible to the family) to the family, is the romex wire enclosed in protective conduit ?					
WATER SOURCE: <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Well						
7.5 Water	Is the structure connected to city or town water system? <input type="checkbox"/> Yes <input type="checkbox"/> No. If Yes, check Pass. If no, answer well water questions.					
7.5 Water	If private well , do lab results show no evidence of coliform (bacteria) and a lead level equal to or less than .015 PPM or mg/L ?					
7.6 Plumbing	Is there evidence of any major leaks in the main water drain or feed pipes? <input type="checkbox"/> Leaks , <input type="checkbox"/> rust or <input type="checkbox"/> corrosion in water; <input type="checkbox"/> odors ; <input type="checkbox"/> inadequate pressure ; <input type="checkbox"/> other problems . <i>Note: Main pipes often located in basement.</i>					
SEWER SOURCE: <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Septic Tank						
7.7 Sewer	If structure is connected to city or town sewer system? <input type="checkbox"/> Yes <input type="checkbox"/> No. If Yes, check Pass. If no, answer septic question.					
7.7 Sewer	If septic system , is there any evidence of <input type="checkbox"/> water, <input type="checkbox"/> sewage in the yard/soft spot around septic field, <input type="checkbox"/> strong sewer gas smell, <input type="checkbox"/> clogged or slow drains, or <input type="checkbox"/> does tenant report a problem?					
COMMENTS						

GENERAL HEALTH AND SAFETY		P	F	I	NA	Repairs Required/Comments
8.1 Access	Can the unit be entered without going through another unit?					
8.8 Exits	If unit is more than 2 stories , is there an unobstructed fire escape (accessible from inside the unit) or unobstructed fire stairs accessible from the common hallway and clearly marked?					
8.2 Exits	Are there adequate exterior doors and/or openable windows for exit?					
8.2 Exits	If there are security bars on windows , does at least one in each room without an exterior door open from the inside? (certification must be signed annually by all adult household members)					
8.3 Infest	Is there evidence of insect, mice, and rat infestation ?					
8.4 Debris	Is the unit free of a heavy accumulation of garbage and debris interior and exterior (where a person could not clean the area in an hour or two)?					
OVERALL TENANT MAINTENANCE/ HOUSEKEEPING:						
<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Poor <input type="checkbox"/> Extremely poor						
8.5 Trash Disposal	Is there adequate, covered trash facilities such as covered trash cans or dumpsters ?					
LOCATION OF <input type="checkbox"/> FUSE <input type="checkbox"/> BREAKER BOX:						
8.7 Int. Hazards	Is there a metal cover over fuse/breaker box ?					
8.7 Int. Hazards	Are there any hazardous conditions inside or around the fuse/breaker box ? EX: exposed or frayed wiring of any type, openings or holes around the box, etc.					
8.7 Int. Hazards	Are there any openings inside the fuse/breaker box ? NOTE: If openings, " knock-out " caps or " dead " fuses are required.					
8.7 Int. Hazards	If the heat source is gas or gas appliances are in the unit, is there an operable carbon monoxide detector in the unit?					
8.7 Int. Hazards	Is the unit free of any other unsanitary conditions ?					
8.7 Int. Hazards	Is the unit free of any other hazards not previously identified? Ex: protruding nails, broken soap dishes, etc.					
8.9 Air Quality	Unit free from abnormally high levels of air pollution from vehicular exhaust, sewer gas, fuel gas, dust, or other pollutants ?					
8.10 Site	Are the site and immediate neighborhood free from conditions which would seriously endanger the health or safety of the residents such as: <input type="checkbox"/> abandoned appliances <input type="checkbox"/> abandoned furniture <input type="checkbox"/> abandoned vehicles <input type="checkbox"/> exposed areas over 30" high <input type="checkbox"/> broken glass <input type="checkbox"/> deep holes <input type="checkbox"/> uncovered wells <input type="checkbox"/> other _____					
8.10 Site	Are all " out buildings " in sound condition?					
8.10 Site	If there is a sidewalk present, is it free from large cracks or holes , and does it appear stable ?					
8.7 Smoke Detector	Is there a smoke detector on every level of the unit?					
SMOKE DETECTORS FOR THE HEARING-IMPAIRED						
	Is a hearing-impaired smoke detector required by a member of the family? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, mark N/A, and go to next section. If yes, is it present? <input type="checkbox"/> Yes (mark Pass) <input type="checkbox"/> No (mark Fail)					
	Does the smoke detector have lights, and is the detector installed in the bedroom of the hearing-impaired tenant?					
	Is the detector connected to a smoke detector outside of the bedroom ? NOTE: Portable smoke detectors are not allowed.					
	Does the smoke detector operate properly?					
COMMENTS						

BUILDING EXTERIOR (Front, Rear, and Sides)		P	F	I	NA	Repairs Required/Comments
6.1 Foundation	Is the foundation free from large cracks , and does it appear stable?					
6.1 Foundation	Are all vents and crawl spaces covered?					
6.2 Stairs, etc.	Are all stairs, rails, and porches permanently secured ?					
6.2 Stairs, etc.	Are steps present, stable, and permanently secure ?					
6.2 Stairs, etc.	If there is a porch, balcony, carport, or any other exposed area 30" or higher , is there a secure rail with adequate protection (such as slats, lattice, etc.) to prevent a person from falling through?					
6.2 Stairs, etc.	If there are four or more steps, 29" or less in height, is there at least one handrail ?					
6.2 Stairs, etc.	If there are four or more steps , or the steps are 30" or higher , and one side of the steps is exposed (open) , is there one secure handrail with adequate protection (such as slats, lattice, etc.) to prevent a person from falling through?					
6.2 Stairs, etc.	If there are four or more steps , or the steps are 30" or higher , and both sides of the steps are exposed (open) , are there two secure handrails with adequate protection (such as slats, lattice, etc.) to prevent a person from falling through?					
6.2 Stairs, etc.	Are <input type="checkbox"/> steps <input type="checkbox"/> handrails <input type="checkbox"/> porches <input type="checkbox"/> decks free of protruding nails ?					
6.3 Roof	Any sign of roof damage or leaks ?					
6.3 Roof	If <input type="checkbox"/> gutters , <input type="checkbox"/> downspouts , and <input type="checkbox"/> shutters are present, are they sound/secure ?					
6.3 Roof	Do plumbing vent pipes extend above the roofline ? <i>(If vent pipe cannot be viewed, Certification required)</i>					
6.3 Roof	Do gas or wood stove flues extend above the roofline ?					
6.3 Roof	Does the gas water heater flue extend above the roofline ?					
6.4 Ext. Surfaces	Are exterior surfaces free from all hazards such as holes, missing siding , and does it appear airtight ?					
6.4 Ext. Surfaces	If a storm door is present, is it secure and in good condition? <i>Note: Storm door may be repaired or removed.</i>					
6.4 Ext. Surfaces	Is any exterior faucet connected to the home free of leaks or other concerns?					
6.4 Ext. Surfaces	Are there any loose, frayed, or exposed wires that could be hazardous ?					
6.4 Ext. Surfaces	If unit has window air conditioners , are they installed securely ? <i>Note: Unit must be properly secured.</i>					
6.5 Chimney	Is chimney sound, stable, and free from hazards ?					
6.6 LBP	Are all exterior painted surfaces (windows, window sills, exterior walls, floors, porches, railings, doors, decks, stairs, play areas, garages, fences, etc.) free of deteriorated paint ? <i>If deteriorated paint is present, the area <input type="checkbox"/> EXCEEDS <input type="checkbox"/> DOES NOT EXCEED 20 sq. ft.</i> <i>NOTE: SEE PAGE 1 FOR INSTRUCTIONS.</i>					
6.7 Manufacture Home	Are there tie downs ? <i>NOTE: If tie downs are inaccessible by THDA staff person, Owner must sign Certification.</i>					
6.7 Manufacture Home	Is underpinning present ? Is it installed securely, with no large openings ?					
MISCELLANEOUS ITEMS		P	F	I	NA	Repairs Required/Comments

HQS CERTIFICATION CHECKLIST
REQUIRED CERTIFICATIONS

WATER HEATER CERTIFICATION

I, _____, Owner of the property located at _____
(print name) (print address of unit)

certify that the water heater for this property, which is rented to _____
(print Tenant's name)

meets the following requirements:

1. A temperature-pressure relief valve is present. (not required on electric tankless heaters)
2. There is a 3/4" overflow pipe present, which extends to within 6" of the floor or to the exterior of the unit. (not required on electric tankless heaters)

If the water heater is a **gas** water heater, the following requirements are also met:

1. The flue is secure.
2. There is a collar present with no visible openings.

If the water heater is the **tankless type**, the water heater has passed an inspection by the local Codes Department. A copy of the documentation has been will be given to THDA.

The water heater is located in the _____ and is inaccessible to the THDA staff person
(location of water heater)
conducting the HQS inspection.

Signature of Owner

Date of Certification

CERTIFICATION OF MOBILE HOME TIE DOWNS

I, _____, Owner of the property located at _____
(print name) (print address of unit)

certify that tie downs are properly installed on the mobile home rented to _____
(print Tenant's name)

Signature of Owner

Date of Certification

GAS APPLIANCE CERTIFICATION

I, _____, Owner of the unit located at _____
(print name) (print address of unit)

certify that all gas appliances that I have supplied in the unit (heat source, water heater, stove) are in proper working condition.

THDA encourages Owners to obtain a certification from the local gas company as to the condition of all gas appliances.
THDA also recommends the installation of carbon monoxide detectors when gas is being used in a unit.

Signature of Owner

Date of Certification

PLUMBING VENTILATION CERTIFICATION

I, _____, Owner of the unit located at _____
(print name) (print address of unit)

certify to the best of my knowledge that the plumbing ventilation system in the unit is in proper working condition. Due to the installation of the plumbing ventilation system, a plumbing vent pipe cannot be viewed by the THDA staff person conducting an HQS inspection.

Signature of Owner

Date of Certification

HQS CERTIFICATION CHECKLIST
REQUIRED CERTIFICATIONS

VENTLESS GAS HEATER(S) CERTIFICATION

I, _____, Owner of the property located at _____
(print name) (print address of unit)

am providing the following certification / documentation that the ventless gas heater(s) was/were properly installed, due to the fact that the heater(s) has/have been installed in a bedroom, bathroom, or mobile home:

- 1. I certify that the installation of the ventless gas heater(s) meets all requirements specified by Local Codes (county and/or city). **Documentation is attached.**
- 2. **Documentation is attached** proving that the ventless gas heater(s) was/were installed by a person or company qualified to install such heaters. If the heater(s) was/were not installed by a person or company qualified to install such heaters, then documentation must be obtained and attached from a source (ex: local gas company) stating that the heater(s) was/were properly installed.
- 3. **Documentation or verification is attached** that proves the heater(s) was/were designed for the purpose for which it/they was/were installed (ex: if heater is installed in a mobile home, then documentation must be obtained proving the heater was designed for use in mobile homes. If heater is installed in a bedroom, then documentation must be obtained proving the heater was designed for use in bedrooms. Likewise, if a heater is installed in a bathroom, then documentation must be obtained proving the heater was designed for use in bathrooms.) **A copy of the paperwork accompanying the heater can be used provided that it states the above requirements.**
- 4. I certify that the heater(s) has/have been permanently installed in the wall floor.
- 5. I certify that an operable carbon monoxide detector has been installed in the unit since a ventless gas heater will be used in the unit.
- 6. I certify that an operable carbon monoxide detector has been installed **inside** the bedroom if a ventless gas heater has been installed in a bedroom. This is to protect the occupant(s) of the bedroom in the event the heater malfunctions and the door opening into the bedroom is closed.

Signature of Owner

Date of Certification

HQS CERTIFICATION CHECKLIST
REQUIRED CERTIFICATIONS

SECURITY BARS

I, _____, am the Head of the Household receiving rental
[print full name]

assistance under the Housing Choice Voucher Program to rent the unit located at

[complete address of unit]

- I acknowledge that THDA HCV Program requires security bars to open from the inside on at least one window in each room of the Unit that does not have a door to the outside. _____[Head of Household initials]
- I acknowledge that the THDA requirement is to protect me, my family members and all persons who live in the Unit in the event of a fire. _____ [Head of Household initials]
- I acknowledge that if security bars cannot be opened from the inside, I, my family members or other persons who live in the Unit may not be able to safely leave the Unit if there is a fire. _____ [Head of Household initials]

OF THE FOLLOWING TWO STATEMENTS, PLEASE CHECK WHICHEVER APPLIES:

I acknowledge that _____ discussed this THDA requirement relating to
[name of THDA staff member]

security bars and the contents of this certification with me on _____.
[Date] [HOH initials]

I acknowledge that I was not present at the time of the most recent HQS Inspection; therefore, the THDA staff person was unable to discuss the requirements of the security bars with me personally. However, I understand the requirement relating to security bars and the contents of this certification. _____ [HOH initials]

I hereby certify as follows: If the THDA HCV Program requirements related to security bars are disregarded and I, any family member or any person residing in the Unit permanently secure security bars in violation of this HCV Program, I acknowledge that my life, the lives of my family member(s), or the lives of other persons residing in the Unit are at risk, particularly in the event of a fire. I hereby assume all responsibility for any death, injury, damage or other destruction that might occur as a result of the violation of this HCV Program requirement. I hereby release the Tennessee Housing Development Agency from liability in connection with any death, injury, damage or other destruction with respect to any person or property that might occur as a result of me, any family member or any person residing in the Unit permanently securing security bars in violation of this HCV Program requirement.

Head of Household Signature

Date of Signature