

LANDLORD/UNIT CHECKLIST FOR INSPECTIONS



Thank you for considering the Housing Choice Voucher Program (HCVP) and/or Special Programs. In order for a unit to be approved for participation in the rental assistance program, it must be inspected by a Fort Worth Housing Solutions (FWHS) staff inspector to determine if the unit meets the minimum Housing Quality Standard (HQS) requirements.

In order to avoid lengthy delays, the following checklist has been made as a guide to aid you in the make-ready of your unit/property for an Initial Inspection. Complete this checklist before returning the Request for Tenancy Approval (RFTA). An **inspector will call you** once the RFTA has been received to schedule the inspection.

- _____ The unit has been completely cleaned from the previous tenant.
- _____ All construction work has been completed and working tools removed.
- _____ All exterior doors and windows must have locks that are operable.
- _____ On units built before 1978, no peeling paint on interior and exterior of unit's surfaces.
- _____ All cabinet doors open, close, and latch easily.
- _____ Interior and exterior doors open, close and latch easily.
- _____ Dirty walls have been cleaned or painted.
- _____ All carpets have been secured, free of tripping hazards, are clean and must be in new or good condition.
- _____ Operable smoke alarm(s).
- _____ There are no leaks in the plumbing inside or outside the unit.
- _____ The water heater has a temperature and pressure relief valve and a discharge line directed towards the floor or outside the living area. If electric not exposed to wires.
- _____ Water heater closet latches and is not in an area that presents a hazard.
- _____ All grounds around the unit are free from debris and mowed.
- _____ If the unit has gas utility a carbon monoxide detector must be installed in accordance with the manufacturer's instructions.
- _____ **All** exterior doors must have a **keyless locking device** and a window or a door viewer.
- _____ "Exterior doors" **includes** the door leading into an attached garage from the dwelling unit - must have a keyless locking device and a window or a door viewer.
- _____ Kitchen vent hood filters in place.
- _____ Privacy lock on bathroom entry doors.
- _____ Vent fan or window required in bathroom for ventilation.
- _____ No cracked or broken windows.
- _____ No exposed electrical wires.
- _____ Security bars on bedroom windows must have a quick release from the inside on at least one window in each bedroom.
- _____ Heating and Air Conditioning working properly.
- _____ All utilities must be turned on at the time of inspection.
- _____ Stove/Oven and Refrigerator must be in place and operable.

The Landlord or the agent for the Landlord **MUST** be present at the Initial Inspection. During the Initial Inspection items that fail HQS will be noted on the inspection report. A copy of the FAILED inspection report will be mailed or via emailed to the landlord or the agent. **All** repairs must be completed before the property will be scheduled for re-inspection.

To verify if the Unit has PASSED or FAILED Inspection – please visit the following website listed below:

<https://partners.ourpha.com/FortWorth/View/Security/Login.aspx>

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