



## Housing Quality Standards (HQS) Inspections Tenant Tip Sheet

Your annual HQS Inspection is scheduled soon. Your home must pass the inspection in order to remain eligible for future assistance. Following are some tips for you to consider for the upcoming HQS Inspection. Please review this list and make sure that your home is ready for the inspection.

### Access to Your Home

- The inspection must be completed on the day that it is scheduled - This is a federal requirement!
- Make sure to allow access to your home on the scheduled inspection date
- If you are not going to be home for the inspection, make sure that your landlord can allow the inspector to enter your home to perform the inspection
- Provide your landlord with a key to your unit if you have changed your locks
- The inspector must be able to access **ALL** rooms and areas of your home, so do not lock doors or restrict access to any areas of your home
- Pets must be secured at the time of the inspection so that they do not endanger the inspector

### Maintenance Items

- If you have maintenance or repairs that need to be completed in your home, notify the landlord of these items immediately in writing so that they can be repaired before the inspection
- Make sure your smoke alarms are installed and operating properly – get those batteries in there!
- Make sure that your windows are accessible
- All windows must open if they are designed to open

### Cleaning and Organization

- Make sure that your home is organized so that your furniture and personal items provide a clear path or walkway throughout the unit, and especially to exits so that there is not a fire hazard
- Make sure that your kitchen appliances are clean and operating as intended
- Make sure that your kitchen countertops and stove/range are wiped down and free of any grease or food build-up
- Make sure your bathroom sinks, toilets and bathtubs/showers are clean
- Make sure all trash is placed in proper receptacles
- **NOTE: The inspection is not intended as an inspection of your housekeeping skills, however, the unit must be clean and sanitary so that there are no concerns for your health and/or safety**

### Pest Control / Infestation

- If you have a problem with pest control, please treat this problem appropriately through pest control treatments
- Check with your landlord to see whether this service is yours or the landlord's responsibility

If your home does not pass the inspection on the first try, we must schedule a follow-up re-inspection of your home. Re-inspections take up more time from you, the landlord and HOM. Help all of us by making sure your unit will pass the HQS Inspection the first time! If you have any questions about the HQS Inspection process, please feel free to contact our office. Thank you for your cooperation!