



A QUICK NOTE FROM THE HOUSING CHOICE VOUCHER PROGRAM SUPERVISOR

Our department is trying to work more efficiently and effectively. With your help, we may be able to save a lot of time and taxpayers' money. With our client base so large, we are finding it necessary to request that the landlords take more time and responsibility in making sure their units are ready before submitting the paperwork requesting an inspection.

Rent will not start until the items listed below, at the very least, are up to code. Please review the following in your unit prior to contacting this office for an inspection. This will allow us time needed to complete inspections for those who are ready for them. This will in turn speed up the process of starting rent on units which are and have passed inspection.

1. All units within the city limits must have an occupancy permit. (The BHA will not inspect a unit without a valid occupancy permit)
2. All utilities must be on at the time of inspection.
3. There must be a working smoke detector on each floor, including unfinished basements but not including attics.
4. There must be a fire extinguisher and it must be full. If it is tagged, it cannot be expired.
5. There must be working refrigerator and stove with oven. If the stove is gas, all burners must light on their own.
6. There can be no missing, broken or cracked outlet or switch plate covers.
7. All light fixtures must have working bulbs in all sockets. If designed to have globe covers, they must be securely installed and intact.
8. There must be a living room, kitchen and bathroom present in each unit.
9. For each room there must be at least two working outlets, or one outlet and one permanently installed light fixture on the ceiling or wall.
10. All doors and windows accessible from the outside must be lockable and functioning properly.

11. All windows must be free of cracks.
12. All window screens must be free of defects.
13. There must be at least one window in the living room and each bedroom.
14. If there is no ventilation system in the bathrooms, there must be a window that is able to be opened.
15. Ceilings, walls and floors must be sound and free of hazardous defects.
16. There can be no more than two square feet of chipping or peeling paint on the interior of the unit or protruding surfaces of the exterior and no more than ten square feet on the exterior walls of ceilings.
17. There must be separate kitchen and bathroom sinks with hot and cold running water and an acceptable drainage system with a gas trap.
18. There must be at least one bathtub or shower in the unit.
19. There must be at least one toilet enclosed, in the bathroom with proper drainage and some means of exhaust (window or exhaust fan vented to the outside).
20. The unit must be free of infestation.
21. All exterior surfaces must be structurally sound.
22. All interior or exterior stairs consisting of four or more steps must have a handrail.
23. All breakers or fuses must be labeled. No open sockets or slots will be permitted in electrical boxes.
24. Hot water heaters must be adequate for the unit size. They must have a TPR (temperature pressure relief) valve. They must also have an overflow pipe at least 6" but not more than 10" from the floor.
25. There must be at least two forms of egress from the unit in case of a fire.
26. The unit must be free of garbage and debris inside and outside of the unit.
27. Each unit must have an operable thermostat. If it is a regulated thermostat, the tenant must be able to set the temperature between 68-74 degrees.
28. Make sure all units are clean and painted as needed.

If you expect top rental prices for your properties we expect exceptional conditions!

If you find that your unit will not be ready for the inspection, please call prior to the scheduled dates to reschedule. If a follow up inspection is needed and it fails, the tenant will be advised to find a unit that is suitable.

Thank you for your cooperation!

Daniel Harmon,

Section 8 Supervisor