

Self-Inspection Checklist



Use this Self-Inspection Checklist to help prepare for your Housing Quality Standards (HQS) Inspection. This document is a tool provided by the Baltimore Regional Housing Partnership. For additional information regarding the HQS Inspection, see the U.S. Department of Housing and Urban Development (HUD) Inspection Checklist, form HUD-52580. You can find the HUD form on our website at www.brhp.org > Landlords > Forms and Resources. The unit must meet HUD requirements to pass inspection.

Can You Answer "Yes" to These Questions?

ELECTRICAL	Do all fixtures and outlets work with at least 2 outlets per room or one outlet and one light fixture per room?
	Is there lighting in the common hallways and porches?
	Are all outlets, light switches, and fuse boxes properly wired and properly covered with no cracks or breaks in the cover plates or doors?
	Are light or electrical fixtures securely fastened without any hanging or exposed wires anywhere the tenant has access?
HVAC	Have you arranged for all utilities to be on the day of the inspection?
	Is there adequate heat in all living spaces?
	Does the hot water tank work?
	Does the hot water tank have an extension pipe? Is it within 6" of the floor?
	Do the radiators function with no leaks?
	We must have access to all HVAC equipment and water heaters, even if it is not in the inspected unit.
BATHROOM	Is the toilet securely fastened with no leaks or gaps?
	Does the sink have hot and cold running water, proper drainage, and no leaks?
	Do the bathtub and shower have hot and color water, proper drainage, and no leaks?
	Is the bathroom vented with either an exterior window or exhaust fan?
	Is bathroom free of any sewer odor or drainage problem?
	Do all doors lock securely?



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Can You Answer "Yes" to These Questions?

KITCHEN	Does the sink have hot and cold running water, proper drainage, and no leaks?
	Does the stove have a hand-operated gas shut-off valve?
	Do all burners on the stovetop ignite, does the oven work, and are all knobs present?
	Are refrigerator and freezer large enough for the family occupying the unit?
	Do the refrigerator and freezer cool properly?
UNIT INTERIOR	Are walls free of air and moisture leaks, large holes, and cracks?
	Are ceilings free of air and moisture leaks, large holes, and cracks?
	Are floors free of weak spots or missing floorboards?
	Are floors free of tripping hazards from loose flooring or covering?
	Are cabinets securely fastened to the wall?
	Is there space for food preparation and storage?
	Are all doors securely hung?
	Is there free and clear access to all exits?
	Are there deadbolt locks on entry doors to the unit? Do they open with a key from the outside and a knob and or latch from the inside?
	Is entrance and exit doors solid core?
	Do the first floor windows, those opening to a stairway fire escape, or landing have locks?
	In units where there are fuel burning appliances, such as a furnace, hot water heater, fire places, etc., is there a working carbon monoxide detector within 40 feet of sleeping areas?
	Is there a carbon monoxide detector present for buildings with centralized gas-fired boiler heating units?
	All Counties and Baltimore City: Are there working smoke detectors on each level of the unit?
	Baltimore County Only: Smoke detectors are required to be hard-wired and interconnected from the basement to all sleeping area hallways. All other floors can be battery operated.
Howard County Only: Smoke detectors are required in each bedroom and on each floor.	



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Is each smoke detector installed on the wall between 4" and 12" below the ceiling? Are smoke detectors installed within 15ft. of each sleeping area?

Can You Answer "Yes" to These Questions?

EXTERIOR

Is there at least one exterior window in each bedroom and in the living room?

Do windows open, close, and lock properly? Are there screens in every window? Is there at least one screen in every room if there is no central air?

Is the unit free of any cracked, broken, or leaky windows?

Is the sill no more than 44" from the ground?

Are there two forms of egress present?

Is the roof free of leaks?

Are gutters clear of debris and firmly attached?

Are exterior surfaces in a condition that would prevent moisture leakage and rodent or pest infestation?

Is the chimney secure? Is the flue tightly sealed with no gaps?

Is the foundation sound?

Are openings around doors and windows weather-tight?

Are sidewalks free of tripping hazards?

STAIRS & RAILINGS

Are all handrails properly secured?

Is a handrail present when there are 4 or more steps?

Are stairs free of any loose, broken, or missing steps?

Are stairways free of any tripping hazards?

Are there secure railings on porches, balconies, and landings 30" high or higher?

Is the unit free of debris inside and outside of unit?



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CLEANLINESS	Is the unit clean and ready for move-in?
	Is the unit free of any evidence of insect or rodent infestation inside and out?
	Is the unit free of any evidence of mold or mildew?
LEAD	Is the unit free of chipping, peeling, flaking, chalking, or cracking painted surfaces: walls, windows and wells, doorframes, ceilings, porches, garages, fences or play equipment?
	Is the unit built before 1978 and do you have a Maryland lead inspection certificate? You must have a new lead inspection certificate at each change of occupancy.
*	Howard and Baltimore County: Are you able to submit a rental license?

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