

Single Family HOME HELP Inspection Services Inspection Report Requirements and Format - INSTRUCTIONS

How to Fill Out This Checklist

Complete the checklist on the unit to be occupied (or currently occupied) by the tenant. Proceed through the inspection as follows:

Area	Checklist Category
Room by Room	1. Living Room 2. Kitchen 3. Bathroom 4. All Other Rooms Used for Living 5. All Secondary Rooms Not Used for Living
Outside	6. Building Exterior
Basement or Utility Room	7. Heating and Plumbing
Overall	8. General Health and Safety

Important: For each item numbered on the checklist, **check one box only.**

If the decision on the item is **Fail**, write what repairs are necessary in the space to the right of the description of the item.

If the decision on the item is **Pass**, but there are some conditions present that need to be brought to the attention of the Buyer, write these in the space to the right of the description of the item.

Make the **Summary Decision on the Unit** once the checklist has been completed:

Housing Quality Standard Pass or Fail Area Checklist Category

Fail

If there are any checks under the column headed "Fail" the **unit** fails the minimum housing quality standards. Discuss with the Seller the repairs noted that would be necessary to bring the unit up to the standard.

Pass

If "Fail" isn't checked for any items, the unit passes the minimum housing quality standards. Any additional conditions described in the right hand column of the form should serve to (a) establish the precondition of the unit, and (b) indicate possible additional areas to negotiate with the Seller. The Buyer is responsible for deciding whether he or she finds these conditions acceptable.

Single Family HOME HELP Inspection Services Inspection Report Requirements and Format

INSPECTION REPORT SUMMARY AND INSTRUCTIONS FOR THE HOUSING QUALITY STANDARDS (HQS) INSPECTION

Address of Property: _____ Year Built: _____

Name of Borrower: _____ Household Size: _____

Background

Name of lending institution ordering this inspection: _____

Name of loan officer: _____

Phone number of loan officer: _____

Email address of loan officer: _____

Date inspection report was ordered by lender: _____

Date inspection report is due from inspector: _____

Check applicable housing standard: The inspector will evaluate a properties' compliance with local housing quality standards. If there are no local standards, then the contractor will evaluate the properties' compliance with HUD's HQS standards (24 CFR 982.401). In either case, a visual assessment for deteriorated paint is required if the house was built before 1978 - see page two (2) of this document.

_____ HUD HQS standard 24 CFR 982.401

_____ Local government standard of _____
(Name of jurisdiction)

Report Summary

I. This inspection is: (check one)

_____ An initial inspection

_____ A follow-up inspection

II. General condition of the property: (check one)

_____ The property meets the above-indicated applicable housing quality standard.

_____ The property did not meet the applicable standard. Repairs and a follow-up inspection are required before the loan closing may proceed.

VISUAL ASSESSMENT REPORT SUMMARY AND INSTRUCTIONS FOR THE
VISUAL ASSESSMENT INSPECTION

**If the property was built in 1978 or after, skip questions A-C and complete the Inspector's Certification. Otherwise, answer all questions.*

A) I have been trained by the Department of Housing and Urban Development to conduct visual assessments or have a Lead Risk Assessor license from the Minnesota Department of Health.

Yes _____ No _____

B) Will repairs require disturbing painted surfaces?

Yes _____ No _____

C) I performed the visual assessment on the property and determined that the total area of deteriorated paint and the paint that must be disturbed to make required repairs does not exceed the following de minimis levels, as defined in 24 CFR 35.1350(d):

- **20 square feet on exterior surfaces,**
- **2 square feet in any one interior room or space, or**
- **10 percent of the total surface area on an interior or exterior type of component with a small surface area, such as window sills, baseboards, and trim.**

_____ (1) No deteriorated paint was found.

_____ (2) Deteriorated paint was found and/or will be disturbed, but is below de minimis levels.

_____ (3) Deteriorated paint was found and/or will be disturbed and is in amounts exceeding de minimis levels.

NOTE TO LENDER: If the sum of the area of painted surfaces that must be repaired or will be disturbed by other repairs exceed de minimis levels (as indicated by number 3 being checked above), you must either: a) obtain a lead clearance report indicating the property passed a lead clearance examination after completion of the repairs using lead-safe work practices, or b) obtain a lead-based paint inspection report indicating the disturbed paint was not lead-based paint.

Inspector's Certification: I certify that I completed the inspection of the property described on the attached Housing Quality Standards (HQS) Inspection Form, performed the visual assessment described above, and that this inspection report is a true and accurate representation of the condition of the property as of the date of my inspection. I further certify that the repairs necessary, if any, to bring the property into compliance with the applicable housing standard identified in this inspection report have been completed.

_____ \$ _____
Contract ID Number Fee Date Completed

_____ _____
Name (printed) Signature

1. LIVING ROOM

For each item numbered, check one box only.

Item#	Description	Decision		Repairs Required
		Yes, Pass	No, Fail	
1.1	Living Room Present? Is there a living room?			
<i>If efficiency, consider living room present.</i>				
1.2	Electricity Are there at least two working outlets or one working outlet and one working light fixture?			
<i>Light must be working, if not, note item as fail and contact Seller to verify that electricity functions properly.</i>				
1.3	Electrical Hazards Is the room free from electrical hazards?			
<i>Examples: broken wiring; noninsulated wiring; frayed wiring; improper types of wiring, connections or insulation; wires lying in or located near standing water or other unsafe places; light fixture hanging from electric wiring without other firm support or fixture; missing cover plates on switches or outlets; badly cracked outlets; exposed fuse box connections, overloaded circuits evidenced by frequently "blown" fuses.</i>				
1.4	Security Are all windows and doors that are accessible from the outside lockable?			
<i>Must have properly working lock (properly working storm lock ok) or be nailed shut (only acceptable if not needed for ventilation or alternate exit in case of fire)</i>				
1.5	Window Condition Is there at least one window, and are all windows free of signs of severe deterioration or missing or broken out panes?			
<i>Only fail if severe deterioration (window no longer has capacity to keep out wind / rain, cutting hazard – examples: missing or broken-out panes, dangerously loose cracked panes; windows that will not close, windows that, when closed, don't form a reasonably tight seal). Pass if only moderate deterioration (reasonably weather-type, but show evidence of some aging, abuse, or lack of repair, ie: minor crack in window pane, splintered sill, signs of minor rotting in window frame or window itself, window panes loose because of missing window putty).</i>				
1.6	Ceiling Condition Is the ceiling sound and free from hazardous defects?			
<i>Means presence of serious defects that either a potential exists for structural collapse, or large cracks or holes that allow significant drafts to enter unit (ie: severe bulging or pickling, large holes, missing parts, danger of falling loose surface materials). Pass ceilings that are basically sound, but have some nonhazardous defects (small holes or cracks, missing or broken ceiling tiles, water stains, soiled surfaces, unpainted surfaces, peeling paint).</i>				

1. LIVING ROOM

For each item numbered, check one box only.

1.7	Wall Condition Are the walls sound and free from hazardous defects?			
<i>These include serious defects such as that the structural safety of the building is threatened, such as severe buckling, bulging or leaning, damaged or loose structural members, large holes, air infiltration. Pass walls with: small or shallow holes, cracks, loose or missing parts, unpainted surfaces, peeling paint.</i>				
1.8	Floor Condition Is the floor sound and free from hazardous defects?			
<i>“Unsound or hazardous” means the presence of such serious defects that a potential exists for structural collapse or other threats to safety (e.g., tripping) or large cracks or holes allow substantial drafts from below the floor. The condition includes: severe buckling or major movements under walking stress; damaged or missing parts. Pass floors that are basically sound but have some nonhazardous defects, including: heavily worn or damaged floor surface (for example, scratches or gouges in surface, missing portions of tile or linoleum, previous water damage). If there is a floor covering, also note the condition, especially if badly worn or soiled. If there is a floor covering, including paint or sealant, also note the conditions, specifically if badly worn, soiled or peeling (for peeling paint, see 1.9).</i>				
1.9	Lead Paint (pre-1978 only) Are all interior surfaces either free of cracking, scaling, peeling, chipping, and loose paint or <i>adequately treated and covered</i> to prevent exposure of the occupants to lead based paint hazards?			
<i>See the Lead Paint Guidance section at the end of this document.</i>				
1.10	Weather Stripping Is weather stripping present and in good condition on all windows and exterior doors?			
<i>No additional notes.</i>				
1.11	Other			
1.12	Other			

Notes: (Give Item #)

2. KITCHEN

For each item numbered, check one box only.

Item#	Description	Decision		Repairs Required
		Yes, Pass	No, Fail	
2.1	Kitchen Area Present Is there a kitchen?			
<i>A kitchen is an area used for preparation of meals. It may be either a separate room or an area of a larger room (for example, a kitchen area in an efficiency apartment).</i>				
2.2	Electricity Is there at least <i>one</i> working electric outlet and <i>one</i> working, permanently installed light fixture?			
<i>The requirement is that at least one outlet and one permanent light fixture are present and working.</i>				
2.3	Electrical Hazards Is the kitchen free from electrical hazards?			
<i>See section 1.3 for more details.</i>				
2.4	Security Are <i>all</i> windows and doors that are accessible from the outside lockable?			
<i>See section 1.4 for more details.</i>				
2.5	Window Condition Are all windows free of signs of deterioration or missing or broken out panes?			
<i>See section 1.5 for more details. Note that the absence of a window does not fail this item in the kitchen. If there is no window, check Pass.</i>				
2.6	Ceiling Condition Is the ceiling sound and free from hazardous defects?			
<i>See section 1.6 for more details.</i>				
2.7	Wall Condition Are the walls sound and free from hazardous defects?			
<i>See section 1.7 for more details.</i>				
2.8	Floor Condition Is the floor sound and free from hazardous defects?			
<i>See section 1.8 for more details.</i>				
2.9	Lead Paint (pre-1978 only) Are all interior surfaces either <i>free</i> of cracking, scaling, peeling, chipping, and loose paint or <i>adequately treated and covered</i> to prevent exposure of the occupants to lead based paint hazards?			
<i>See the Lead Paint Guidance section at the end of this document.</i>				

2. KITCHEN

For each item numbered, check one box only.

2.10	<p>Stove or Range with Oven Is there a working oven and a stove (or range) with top burners that work?</p>			
<p><i>Both an oven and a stove (or range) with top burners must be present and working. If either is missing, check Fail. Hot plates are not acceptable substitutes for these facilities. An oven is not working if it will not heat up. To be working a stove or range must have all burners working and knobs to turn them off and on. Under “working condition,” also look for hazardous gas hook-ups evidenced by strong gas smells; these should fail. (Be sure that this condition is not confused with an unlit pilot light -a condition that should be noted, but does not fail.)</i></p> <p><i>If both an oven and a stove or range are present, but the gas or electricity are turned off, check Fail. Contact Seller to get verification that facility works when gas is turned on. If both an oven and a stove or range are present and working, but defects exist, check Pass and note these to the right of the form. Possible defects are marked, dented, or scratched surfaces; cracked burner ring; limited size relative to family needs.</i></p>				
2.11	<p>Refrigerator Is there a refrigerator that works and maintains a temperature low enough so that food does not spoil over a reasonable period of time?</p>			
<p><i>If no refrigerator is present, use the same criteria for marking Fail as were used for the oven and stove or range. A refrigerator is not working if it will not maintain a temperature low enough to keep food from spoiling over a reasonable period of time. If the electricity is turned off, mark Fail. Contact Seller to get verification of working condition.</i></p> <p><i>If the refrigerator is present and working but defects exist, note these to the right of the form. Possible minor defects include: broken or missing interior shelving; dented or scratched interior or exterior surfaces; minor deterioration of door seal; loose door handle.</i></p>				
2.12	<p>Sink Is there a kitchen sink that works with hot and cold running water?</p>			
<p><i>If a permanently attached kitchen sink is not present in the kitchen or kitchen area, mark Fail. A sink in a bathroom or a portable basin will not satisfy this requirement. A sink is not working unless it has running hot and cold water from the faucets and a properly connected and properly working drain (with a “gas trap”). In a vacant unit, the hot water may have been turned off and there will be no hot water. Mark this Fail. Check with owner or manager to verify that hot water is available when service is turned on. If a working sink has defects, note this to the right of the item. Possible minor defects include: dripping faucet; marked, dented, or scratched surface; slow drain; missing or broken drain stopper.</i></p>				
<p> </p>				

2. KITCHEN

For each item numbered, check one box only.

2.13	<p>Space for Storage and Preparation of Food Is there space to store and prepare food?</p>			
<p><i>Some space must be available for the storage, preparation, and serving of food. If there is no built-in space for food storage and preparation, a table used for food preparation and a portable storage cabinet will satisfy the requirement. If there is no built-in space, and no room for a table and portable cabinet, check Fail and discuss with the tenant. The Buyer makes the final determination as to whether or not this space is acceptable.</i></p> <p><i>If there are some minor defects, check Pass and make notes to the right. Possible defects include: marked, dented, or scratched surfaces; broken shelving or cabinet doors; broken drawers or cabinet hardware; limited size relative to family needs.</i></p>				
2.14	<p>Weather Stripping Is weather stripping present and in good condition on all windows and exterior doors?</p>			
<p><i>No additional notes.</i></p>				
2.15	<p>Other</p>			
2.16	<p>Other</p>			

Notes: (Give Item #)

3. BATHROOM

For each item numbered, check one box only.

Item#	Description	Decision		Repairs Required
		Yes, Pass	No, Fail	
3.1	Bathroom Present Is there a bathroom?			
<p><i>Most units have easily identifiable bathrooms (i.e., a separate room with toilet, washbasin and tub or shower). In some cases, however, you will encounter units with scattered bathroom facilities (i.e., toilet, washbasin and tub or shower located in separate parts of the unit). At a minimum, there must be an enclosure around the toilet. In this case, count the enclosure around the toilet as the bathroom and proceed with 3.2-3.9 below, with respect to this enclosure. If there is more than one bathroom that is normally used, rate the one that is in best condition for Part 3. If there is a second bathroom that is also used, complete Part 4 of the checklist for this room.</i></p>				
3.2	Electricity Is there at least one permanently installed light fixture?			
<p><i>The requirement is that at least one permanent light fixture is present and working.</i></p>				
3.3	Electrical Hazards Is the bathroom free from electrical hazards?			
<p><i>See section 1.3 for more details.</i></p>				
3.4	Security Are all windows and doors that are accessible from the outside lockable?			
<p><i>See section 1.4 for more details.</i></p>				
3.5	Window Condition Are all windows free of signs of deterioration or missing or broken out panes?			
<p><i>Note that the absence of a window does not fail this item in the bathroom (see item 3.13, Ventilation, for relevance of window with respect to ventilation). If there is no window, but a working vent system is present, check Pass.</i></p>				
3.6	Ceiling Condition Is the ceiling sound and free from hazardous defects?			
<p><i>See section 1.6 for more details.</i></p>				
3.7	Wall Condition Are the walls sound and free from hazardous defects?			
<p><i>See section 1.7 for more details. Note: Include under nonhazardous defects (that would pass, but should be noted) the following: broken or loose tile; deteriorated grouting at tub/wall and tub/floor joints, or tiled surfaces; water stains.</i></p>				
3.8	Floor Condition Is the floor sound and free from hazardous defects?			
<p><i>See section 1.8 for more details. Note: Include under nonhazardous defects (that would pass, but should be noted) the following: missing floor tiles; water stains.</i></p>				

3. BATHROOM

For each item numbered, check one box only.

3.9	Lead Paint (pre-1978 only) Are all interior surfaces either <i>free</i> of cracking, scaling, peeling, chipping, and loose paint or <i>adequately treated and covered</i> to prevent exposure of the occupants to lead based paint hazards?			
<i>See the Lead Paint Guidance section at the end of this document.</i>				
3.10	Flush Toilet In Enclosed Room in Unit Is there a working toilet in the unit for exclusive private use of the tenant?			
<p><i>The toilet must be contained within the unit, be in proper operating condition, and be available for the exclusive use of the occupants of the unit (i.e., outhouses or facilities shared by occupants of other units are not acceptable). It must allow for privacy.</i></p> <p><i>Not working means: the toilet is not connected to a water supply; it is not connected to a sewer drain; it is clogged; it does not have a trap; the connections, vents or traps are faulty to the extent that severe leakage of water or escape of gases occurs; the flushing mechanism does not function properly. If the water to the unit has been turned off, check Fail. Obtain verification from Seller that facility works properly when water is turned on.</i></p> <p><i>Comment to the right of the form if the toilet is “present, exclusive, and working,” but has the following types of defects: constant running; chipped or broken porcelain; slow draining.</i></p> <p><i>If drain blockage is more serious and occurs further in the sewer line, causing backup, check item 7.6, Fail, under the plumbing and heating part of the checklist. A sign of serious sewer blockage is the presence of numerous backed-up drains.</i></p>				
3.11	Fixed Wash Basin or Lavatory in Unit Is there a working, permanently installed wash basin with hot and cold running water in the unit?			
<p><i>The wash basin must be permanently installed (i.e., a portable wash basin does not satisfy the requirement). Also, a kitchen sink used to pass the requirements under Part 2 of the checklist (kitchen facilities) cannot also serve as the bathroom wash basin. The wash basin may be located separate from the other bathroom facilities (e.g., in a hallway).</i></p> <p><i>Not working means: the wash basin is not connected to a system that will deliver hot and cold running water; it is not connected to a properly operating drain; the connectors (or vents or traps) are faulty to the extent that severe leakage of water or escape of sewer gases occurs. If the water to the unit or the hot water unit has been turned off, check Fail. Obtain verification from owner or manager that the system is in working condition.</i></p> <p><i>Comment to the right of the form if the wash basin is “present and working,” but has the following types of minor defects: insufficient water pressure; dripping faucets; minor leaks; cracked or chipped porcelain; slow drain (see discussion under 3.10).</i></p>				

3. BATHROOM

For each item numbered, check one box only.

3.12	Tub or Shower in Unit Is there a working tub or shower with hot and cold running water in the unit?			
<p><i>Not present means that neither a tub nor shower is present in the unit. Again, these facilities need not be in the same room with the rest of the bathroom facilities. They must, however, be private.</i></p> <p><i>Not working covers the same requirements detailed above for wash basin (3.11).</i></p> <p><i>Comment to the right of the form if the tub or shower is present and working, but has the following types of defects: dripping faucet; minor leaks; cracked porcelain; slow drain (see discussion under 3.10); absent or broken support rod for shower curtain.</i></p>				
3.13	Ventilation Are there operable windows or a working vent system?			
<p><i>Working vent systems include: ventilation shafts (non-mechanical vents) and electric fans. Electric vent fans must function when switch is turned on. (Make sure that any malfunctions are not due to the fan not being plugged in.) If electric current to the unit has not been turned on (and there is no operable window), check Fail. Obtain verification from Seller that system works. Note: exhaust vents must be vented to the outside, attic, or crawlspace.</i></p>				
3.14	Weather Stripping Is weather stripping present and in good condition on all windows and exterior doors?			
<p><i>No additional notes.</i></p>				
3.15	Other			
3.16	Other			

Notes: (Give Item #)

4. OTHER ROOMS USED FOR LIVING AND HALLS For each item numbered, check one box only.

Item#	Description	Decision		Repairs Required
		Yes, Pass	No, Fail	
4.1	Room Code and Room Location (as if you were standing outside facing the primary entrance): right/left front/rear floor level _____ _____ _____	Room Codes 1 = Bedroom or any other room used for sleeping (regardless of type of room) 2 = Dining Room, or Dining Area 3 = Second Living Room, Family Room, Den, Playroom, TV Room 4 = Entrance Halls, Corridors, Halls, Staircases 5 = Additional Bathroom 6 = Other		
<i>Do not include rooms or other areas that are infrequently entered, such as utility rooms or closed-off areas.</i>				
4.2	Electricity If Room Code = 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture? If Room Code does not = 1, is there a means of illumination? (Either natural or artificial light; presence of an outlet is acceptable.)			
<i>See section 1.2 for more details.</i>				
4.3	Electrical Hazards Is the room free from electrical hazards?			
<i>See section 1.3 for more details.</i>				
4.4	Security Are <i>all</i> windows and doors that are accessible from the outside lockable?			
<i>See section 1.4 for more details.</i>				
4.5	Window Condition If Room Code = 1, is there at least one window? And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken out panes?			
<i>Rooms used for sleeping must have at least 1 window. If windows in sleeping rooms are designed to be opened, at least 1 window must be openable. See section 1.5 for more details.</i>				
4.6	Ceiling Condition Is the ceiling sound and free from hazardous defects?			
<i>See section 1.6 for more details.</i>				

4. OTHER ROOMS USED FOR LIVING AND HALLS For each item numbered, check one box only.

4.7	Wall Condition Are the walls sound and free from hazardous defects?			
<i>See section 1.7 for more details.</i>				
4.8	Floor Condition Is the floor sound and free from hazardous defects?			
<i>See section 1.8 for more details.</i>				
4.9	Lead Paint Are all interior surfaces either <i>free</i> of cracking, scaling, peeling, chipping, and loose paint, or <i>adequately treated and covered</i> to prevent exposure of the occupants to lead based paint hazards?			
<i>See the Lead Paint Guidance section at the end of this document.</i>				
4.10	Weather Stripping Is weather stripping present and in good condition on all windows and exterior doors?			
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<i>Do not include rooms or other areas that are infrequently entered, such as utility rooms or closed-off areas.</i>				
4.2	Electricity If Room Code = 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture? If Room Code does not = 1, is there a means of illumination? (Either natural or artificial light; presence of an outlet is acceptable.)			
<i>See section 1.2 for more details.</i>				
4.3	Electrical Hazards Is the room free from electrical hazards?			
<i>See section 1.3 for more details.</i>				
4.4	Security Are <i>all</i> windows and doors that are accessible from the outside lockable?			
<i>See section 1.4 for more details.</i>				
4.5	Window Condition If Room Code = 1, is there at least one window? And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken out panes?			
<i>Rooms used for sleeping must have at least 1 window. If windows in sleeping rooms are designed to be opened, at least 1 window must be openable. See section 1.5 for more details.</i>				
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<i>Do not include rooms or other areas that are infrequently entered, such as utility rooms or closed-off areas.</i>				
4.2	Electricity If Room Code = 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture? If Room Code does not = 1, is there a means of illumination? (Either natural or artificial light; presence of an outlet is acceptable.)			
<i>See section 1.2 for more details.</i>				
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<i>Rooms used for sleeping must have at least 1 window. If windows in sleeping rooms are designed to be opened, at least 1 window must be openable. See section 1.5 for more details.</i>				
4.6	Ceiling Condition Is the ceiling sound and free from hazardous defects?			
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<i>See section 1.2 for more details.</i>				
4.3	Electrical Hazards Is the room free from electrical hazards?			
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4.4	Security Are <i>all</i> windows and doors that are accessible from the outside lockable?			
<i>See section 1.4 for more details.</i>				
4.5	Window Condition If Room Code = 1, is there at least one window? And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken out panes?			
<i>Rooms used for sleeping must have at least 1 window. If windows in sleeping rooms are designed to be opened, at least 1 window must be openable. See section 1.5 for more details.</i>				
4.6	Ceiling Condition Is the ceiling sound and free from hazardous defects?			
<i>See section 1.6 for more details.</i>				

4. OTHER ROOMS USED FOR LIVING AND HALLS For each item numbered, check one box only.

4.7	Wall Condition Are the walls sound and free from hazardous defects?			
<i>See section 1.7 for more details.</i>				
4.8	Floor Condition Is the floor sound and free from hazardous defects?			
<i>See section 1.8 for more details.</i>				
4.9	Lead Paint Are all interior surfaces either <i>free</i> of cracking, scaling, peeling, chipping, and loose paint, or <i>adequately treated and covered</i> to prevent exposure of the occupants to lead based paint hazards?			
<i>See the Lead Paint Guidance section at the end of this document.</i>				
4.10	Weather Stripping Is weather stripping present and in good condition on all windows and exterior doors?			
<i>See section 1.10 for more details.</i>				
4.11	Other			
4.12	Other			

Notes: (Give Item #)

5. SECONDARY ROOMS NOT USED FOR LIVING For each item numbered, check one box only.

Item#	Description	Decision		Repairs Required
		Yes, Pass	No, Fail	
5.1	None. Go to Part 6.			
<i>Part 5 is for any rooms that do not meet the requirements to be included in Part 4. If no rooms fit this description, answer Yes and skip to Part 6.</i>				
5.2	Security Are all windows and doors that are accessible from the outside lockable in each room?			
<i>See section 1.4 for more details.</i>				
5.3	Electrical Hazards Are all these rooms free from electrical hazards?			
<i>See section 1.3 for more details.</i>				
5.4	Other Potentially Hazardous Features In Any of These Rooms Are all of these rooms free of any other potentially hazardous features? For each room with an "other potentially hazardous feature" explain hazard and means of control of interior access to room.			
<i>See sections 1.5 – 1.9 for more details.</i>				
5.5	Other			
5.6	Other			

Notes: (Give Item #)

6. BUILDING EXTERIOR

For each item numbered, check one box only.

Item#	Description	Decision		Repairs Required
		Yes, Pass	No, Fail	
6.1	Condition of Foundation Is the foundation sound and free from hazards?			
<i>No severe structural defects indicating potential for collapse, or significant entry of water.</i>				
6.2	Condition of Stairs, Rails, and Porches Are all the exterior stairs, rails and porches sound and free from hazards?			
<i>"Unsound or hazardous" means: stairs, porches, balconies, or decks with severe structural defects; broken, rotting, or missing steps; absence of a handrail when there are extended lengths of steps (generally four or more consecutive steps); absence of or insecure railings around a porch or balcony which is approximately 30 inches or more above the ground.</i>				
6.3	Condition of Roof and Gutters Are the roof, gutters and downspouts sound and free from hazards?			
<i>"Unsound and hazardous" means: The roof has serious defects such as serious buckling or sagging, indicating the potential of structural collapse; large holes or other defects that would result in significant air or water infiltration (in most cases severe exterior defects will be reflected in equally serious surface defects within the unit, e.g., buckling, water damage). The gutters, downspouts and soffits (area under the eaves) show serious decay and have allowed the entry of significant air or water into the interior of the structure. Gutters and downspouts are, however, not required to pass. If the roof is not observable and there is no sign of interior water damage, check Pass.</i>				
6.4	Condition of Exterior Surfaces Are exterior surfaces sound and free from hazards?			
<i>No additional notes.</i>				
6.5	Condition of Chimney Is the chimney sound and free from hazards?			
<i>The chimney should not be seriously leaning or showing evidence of significant disintegration (i.e., many missing bricks).</i>				

6. BUILDING EXTERIOR

For each item numbered, check one box only.

6.6	<p>Lead Paint: Exterior Surfaces (pre-1978 only) Are all exterior surfaces which are accessible to children under seven years of age <i>free</i> of cracking, scaling, peeling, chipping, and loose paint, or <i>adequately treated or covered</i> to prevent exposure of such children to lead based paint hazards?</p>			
<i>See the Lead Paint Guidance section at the end of this document.</i>				
6.7	<p>Mobile Homes: Tie Downs If the unit is a mobile home, it is properly placed and tied down? If not a mobile home, write "Not Applicable."</p>			
<i>Manufactured homes must be placed on a site in a stable manner and be free from hazards such as sliding and wind damage. Manufactured homes must be securely anchored by a tiedown device which distributes and transfers the loads imposed by the unit to appropriate ground anchors so as to resist wind overturning and sliding, unless a variation has been approved by the HUD Field Office.</i>				
6.8	<p>Mobile Homes: Smoke Detectors If unit is a mobile home, does it have at least one smoke detector in working condition? If not a mobile home, write "Not Applicable."</p>			
<i>No additional notes.</i>				
6.9	<p>Caulking Are all fixed joints including frames around doors and windows, areas around all holes for pipes, ducts, water faucets or electric conduits, and other areas, which may allow unwanted air flow appropriately caulked?</p>			
<i>No additional notes.</i>				
6.10	Other			
6.11	Other			

Notes: (Give Item #)

7. HEATING, PLUMBING AND INSULATION

For each item numbered, check one box only.

Item#	Description	Decision		Repairs Required
		Yes, Pass	No, Fail	
7.1	<p>Adequacy of Heating Equipment</p> <p>a. Is the heating equipment capable of providing adequate heat (either directly or indirectly) to all rooms used for living?</p> <p>b. Is the heating equipment oversized by more than 15%?</p> <p>c. Are pipes and ducts located in unconditioned space insulated?</p>			
<i>Check local codes if uncertain.</i>				
7.2	<p>Safety of Heating Equipment</p> <p>Is the unit free from unvented fuel burning space heaters, or any other types of unsafe heating conditions?</p>			
<p><i>"Other unsafe conditions" include: breakage or damage to heating system such that there is a potential for fire or other threats to safety; improper connection of flues allowing exhaust gases to enter the living area; improper installation of equipment (e.g., proximity of fuel tank to heat source, absence of safety devices); indications of improper use of equipment (e.g., evidence of heavy build-up of soot, creosote, or other substance in the chimney); disintegrating equipment; combustible materials near heat source or flue. If you are unable to gain access to the primary heating system in the unit check Fail. If the system has passed a recent local inspection, check Pass. (Check with Seller).</i></p>				
7.3	<p>Ventilation and Adequacy of Cooling</p> <p>Does this unit have adequate ventilation and cooling by means of operable windows or a working cooling system?</p>			
<p><i>Test a sample of windows to see that they open.</i></p> <p><i>"Working cooling equipment" includes: central (fan) ventilation system; evaporative cooling system; room or central air conditioning. Check Fail if there are no openable windows and it is impossible, or inappropriate, to test whether a cooling system works. Check with other tenants in the building (in a multi-unit structure) for verification of the adequacy of ventilation and cooling.</i></p>				
7.4	<p>Hot Water Heater</p> <p>Is hot water heater located, equipped, and installed in a safe manner?</p>			
<p><i>"Location presents hazard" means that the gas or oil water heater is located in living areas or closets where safety hazards may exist (e.g., located in very cluttered closet with cloth and paper items stacked against it). Gas water heaters in bedrooms or other living areas must have safety dividers or shields. Water heaters must have a temperature-pressure relief valve and discharge line (directed toward the floor or outside of the living area) as a safeguard against build up of steam if the water heater malfunctions. If not, they are not properly equipped and shall Fail.</i></p> <p><i>To Pass, gas or oil fired water heaters must be vented into a properly installed chimney or flue leading outside. Electric water heaters do not require venting. If it is impossible to view the water heater, check Fail. Check Pass if the water heater has passed a local inspection.</i></p>				

7. HEATING, PLUMBING AND INSULATION

For each item numbered, check one box only.

7.5	<p>Water Supply Is the unit served by an approvable public or private sanitary water supply?</p>			
<p><i>If the structure is connected to a city or town water system, check Pass. If the structure has a private water supply (usually in rural areas) inquire into the nature of the supply (probably from the Owner) and whether it is approvable by an appropriate public agency.</i></p>				
7.6	<p>Plumbing Is plumbing free from major leaks or corrosion that causes serious and persistent levels of rust or contamination of the drinking water?</p>			
<p><i>“Major leaks” means that main water drain and feed pipes (often located in the basement) are seriously leaking. (Leaks present at specific facilities have already been evaluated under the checklist items for “Bathroom” and “Kitchen.”) “Corrosion” (causing serious and persistent levels of rust or contamination in the drinking water) can be determined by observing the color of the drinking water at several taps. Badly corroded pipes will produce noticeably brownish water. (Make sure that the “rusty water” is not a temporary condition caused by city or town maintenance of main water lines.)</i></p>				
7.7	<p>Sewer Connection Is plumbing connected to an approvable public or private disposal system, and is it free from sewer back up?</p>			
<p><i>If the structure is connected to the city or town sewer system, check Pass. If the structure has its own private disposal system (e.g., septic field), inquire into the nature of the system and determine whether this type of system can meet appropriate health and safety regulations. The following conditions constitute “evidence of sewer back up”: strong sewer gas smell in the basement or outside of unit; numerous clogged or very slow drains; marshy areas outside of unit above septic field.</i></p>				
7.8	<p>Insulation Are the attic and walls appropriately insulated for regional conditions?</p>			
<p><i>No additional notes.</i></p>				
7.9	<p>Other</p>			
7.10	<p>Other</p>			

Notes: (Give Item #)

8. GENERAL HEALTH AND SAFETY

For each item numbered, check one box only.

Item#	Description	Decision		Repairs Required
		Yes, Pass	No, Fail	
8.1	Access to Unit Can the unit be entered without having to go through another unit?			
<i>No additional notes.</i>				
8.2	Exits Is there an acceptable fire exit from this building that is not blocked?			
<p><i>“Acceptable fire exit” means that the building must have an alternative means of exit that meets local or State regulations in case of fire; this could include:</i></p> <ul style="list-style-type: none"> • <i>An openable window if the unit is on the first floor or second floor or easily accessible to the ground.</i> • <i>A back door opening on to a porch with a stairway leading to the ground.</i> • <i>Fire escape, fire ladder, or fire stairs.</i> <p><i>“Blocked” means that the exit is not useable due to conditions such as debris, storage, door or window nailed shut, broken lock.</i></p>				
8.3	Evidence of Infestation Is the unit free from rats or severe infestation by mice or vermin?			
<i>“Presence of rats, or severe infestation by mice or vermin” (such as roaches) is evidenced by: rat holes; droppings; rat runs; numerous settings of rat poison. If the unit is occupied, ask the tenant.</i>				
8.4	Garbage and Debris Is the unit free from heavy accumulation of garbage or debris inside and outside?			
<i>“Heavy accumulation” means large piles of trash and garbage, discarded furniture, and other debris (not temporarily stored awaiting removal) that might harbor rodents. It usually means a level of accumulation beyond the capacity of an individual to pick up within an hour or two.</i>				
8.5	Refuse Disposal Are there adequate covered facilities for temporary storage and disposal of food wastes, and are they approved by a local agency?			
<i>If the unit is vacant and there are no adequate covered facilities present, check Fail. Contact the Owner for verification of facilities provided when the unit is occupied.</i>				

8. GENERAL HEALTH AND SAFETY

For each item numbered, check one box only.

8.6	<p>Interior Stairs and Common Halls Are interior stairs and common halls free from hazards to the occupant because of loose, broken or missing steps on stairways, absent or insecure railings; inadequate lighting, or other hazards?</p>			
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“Loose, broken, or missing steps” should fail if they present a serious risk of tripping or falling. A handrail is required on extended sections of stairs (generally four or more consecutive steps). A railing is required on unprotected heights such as around stairwells.
“Other hazards” would be conditions such as bare electrical wires and tripping hazards. Inspect painted surface. (Pre-1978 only; See the Lead Paint Guidance section at the end of this document.)

8.7	<p>Other Interior Hazards Is the interior of the unit free from any other hazards not specifically identified previously?</p>			
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Examples of other hazards might be: a broken bathroom fixture with a sharp edge in a location where it represents a hazard; a protruding nail in a doorway.

8.8	<p>Elevators Where local practice requires, do all elevators have a current inspection certificate? If local practice does not require this, are they working and safe?</p>			
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Note: Local licensing practices will determine requirements for elevators. If no elevator write “Not Applicable.”

8.9	<p>Interior Air Quality Is the unit free from abnormally high levels of air pollution from vehicular exhaust, sewer gas, fuel gas, dust, or other pollutants?</p>			
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If the inspector has any questions about whether an existing poor air quality condition should be considered dangerous, he or she should check with the local Health and Safety Department (city, town or county).

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8. GENERAL HEALTH AND SAFETY

For each item numbered, check one box only.

8.10	<p>Site and Neighborhood Conditions Are the site and immediate neighborhood free from conditions, which would seriously and continuously endanger the health or safety of the residents?</p>			
<p><i>Examples of conditions that would “seriously and continuously endanger the health or safety of the residents” are:</i></p> <ul style="list-style-type: none"> • <i>other buildings on, or near the property, that pose serious hazards (e.g., dilapidated shed or garage with potential for structural collapse),</i> • <i>evidence of flooding or major drainage problems,</i> • <i>evidence of mud slides or large land settlement or collapse,</i> • <i>proximity to open sewage,</i> • <i>unprotected heights (cliffs, quarries, mines, sandpits),</i> • <i>fire hazards,</i> • <i>abnormal air pollution or smoke which continues throughout the year and is determined to seriously endanger health, and continuous or excessive vibration of vehicular traffic (if the unit is occupied, ask the tenant).</i> 				
8.11	<p>Lead Paint: Owner Certification If the owner of the unit is required to treat or cover any interior or exterior surfaces, has the certification of compliance been obtained? If the owner was not required to treat surfaces, write "Not Applicable."</p>			
<p><i>If the Owner is required to correct any lead-based paint hazards at the property including deteriorated paint or other hazards identified by a visual assessor, a certified lead-based paint risk assessor, or certified lead-based paint inspector, the Owner must obtain certification that the work has been done in accordance with all applicable requirements of 24 CFR Part 35. The Lead-Based Paint Owner Certification must be received before closing. Receipt of the completed and signed Lead-Based Paint Owner Certification signifies that all HQS lead-based paint requirements have been met and no re-inspection by the HQS inspector is required.</i></p>				
8.12	<p>Smoke Detectors Is a working smoke detector present on each level of the unit, including the basement?</p>			
8.13	<p>Other</p>			
8.14	<p>Other</p>			

Notes: (Give Item #)

LEAD PAINT GUIDANCE

This Guidance does not apply to properties built in 1978 or later.

1.9 Lead Paint

2.9 Lead Paint

3.9 Lead Paint

8.6 Interior Stairs and Common Halls

This requirement applies to all painted surfaces (building components) within the unit. (Do not include Seller belongings). Surfaces to receive a visual assessment for deteriorated paint include walls, floors, ceilings, built in cabinets (sink bases), baseboards, doors, door frames, windows systems including mullions, sills, or frames and any other painted building component within the unit. Deteriorated paint includes any painted surface that is peeling, chipping, chalking, cracking, damaged or otherwise separated from the substrate.

All deteriorated paint surfaces **more than 2 sq. ft. in any one interior room or space, or more than 10% of the total surface area of an interior type of component with a small surface area (i.e., window sills, baseboards, and trim)** must be stabilized (corrected) in accordance with all safe work practice requirements and clearance is required. **If the deteriorated painted surface is less than 2 sq. ft. or less than 10% of the component, only stabilization is required. Clearance testing is not required.**

Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint.

6.6 Lead-Based Paint: Exterior Surfaces

Visual assessment for deteriorated paint applies to all exterior painted surfaces (building components) associated with the assisted unit including windows, window sills, exterior walls, floors, porches, railings, doors, decks, stairs, play areas, garages, fences or other areas. All deteriorated paint surfaces **more than 20 sq. ft. on exterior surfaces** must be stabilized (corrected) in accordance with all safe work practice requirements. **If the painted surface is less than 20 sq. ft., only stabilization is required. Clearance testing is not required.**

Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint.