Inspection Training
AGENDA

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Importance of Inspections
Housing Quality Standards
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HUD Inspection Form Walk-Thru
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Q & A
The Importance of Inspections

Inspections are a vital aspect of any housing program and are a key element in not only ensuring that our clients are being taken care of, but also in maintaining good standing relationships with our landlord partners. They confirm that our clients are living in a safe and completely functional unit or home. Inspections also play an important role in giving landlords and their maintenance staff an advance warning on possible issues they may not have been aware of which could save them money in the long run.
Housing quality standards (HQS) inspections ensure that your unit is safe and sanitary. An initial HQS inspection is required before assistance can be provided. After that, the unit will be subject to annual inspections to continue in the program. Complaint and quality control inspections may be performed between annual inspections.

If a unit fails the initial inspection, all failed items must be corrected prior to subsidy being paid on the unit. If it fails an annual inspection, failed items must be corrected for the subsidy to continue. The owner or property manager is required to repair items within 30 days or less as specified in the inspection report. However, if the failed item is considered life-threatening, federal law requires the repair to be made within 24 hours.

Additional time may be granted in cases where extensive repairs are needed. If items that failed inspection are not repaired in the required time, CSB may begin withholding housing assistance payments.
Each unit rented under the CSB Rental Assistance and other system programs must pass a Housing Quality Standards (HQS) inspection. Units sometimes fail housing inspections because landlords and tenants are not familiar with HQS requirements and/or have not assessed the condition of the unit prior to the scheduled inspection. For these reasons, CSB encourages landlords to conduct pre-inspections prior to the scheduled inspection. If the most commonly failed items are corrected before the inspection, the unit will have a much better chance of passing the inspection the first time. All utilities must be connected before an inspection can be conducted. Listed in the next few slides are the expectations for owners to prepare their unit for an HQS inspection. The items on this checklist must be working or completed prior to the HQS inspection.
The Bathroom

• The bathroom must be located in a separate room and have an operational toilet.
• The unit must have a fixed basin with a sink trap and hot and cold running water.
• The unit must have a shower or bathtub with hot and cold running water.
• The toilet facilities must utilize an approvable public or private disposal system, including a locally approvable septic system.
The Kitchen

- The unit must have a cooking stove or range and refrigerator of appropriate size for the unit (i.e., family) all in proper operating condition. Stoves, ovens, and ranges must be in working condition with all control knobs and handles. Pilots must light when burners and oven are turned on. The refrigerator gasket must be intact, fit snugly, and have no cracks. The kickplate must be secured properly.

- The unit must have a kitchen sink in proper operating condition with a sink trap and hot and cold running water, which drains into an approvable public or private wastewater system.

- The unit must provide space for the storage, preparation, and serving of food.

- There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (i.e., garbage containers).
Space & Security

- The unit must have a minimum of a living room, kitchen area, and bathroom.
- The unit must contain at least one sleeping or living/sleeping room for each two persons.
- The unit’s windows, which are accessible from the outside (less than 6 feet off the ground), such as basement, first-floor, and fire escape windows, must be lockable (e.g., window units with sash pins or sash locks, and combination windows with latches). Security bars are allowed. However, if they are installed on bedroom windows and/or exit doors they must be designed to allow emergency egress.
- Vertically opening windows must stay up and open without the use of props.
- Windows designed to open should be in working condition.
- Windowpanes must not be broken or cracked.
- The unit’s exterior doors (i.e., those that allow access to or from the unit) must lock properly and be compliant with current local Property Code requirements regarding security devices for residential tenancies. Striker plate must align with lock and all hardware must be securely attached. If gaps allow for air infiltration, weather-stripping should be applied.
Thermal Environment (Heating & Cooling System)

- The unit must contain a safe heating system (and safe cooling system, where present), which is in proper operating condition and can provide adequate heat (and cooling, if applicable), either directly or indirectly, to each room used for living in order to assure a healthy living environment appropriate to the climate.

- Hot water heaters must have a pressure relief valve and discharge line that extends to within 6 inches of the floor or to the outside. Discharge tubing must be galvanized steel, copper or CPVC piping, not PVC. There should be no exposed wires. Flammable materials should not be stored near the hot water heater. Gas water heaters must be properly vented.

- The unit must not contain any unvented room heaters, which burn gas, oil, or kerosene. A working radiator would be acceptable.
Illumination & Electricity

- There must be at least one window in the living room and in each sleeping room.
- The kitchen area and the bathroom must have a permanent ceiling or wall type light fixture in working condition.
- The kitchen area must also have at least one electrical outlet in operating condition.
- The living room and each bedroom must have at least two electrical outlets in operating condition. Permanently installed overhead or wall-mounted light fixtures may count as one of the required electrical outlets.
- All other rooms used for living require a means of natural or artificial illumination such as a light fixture, a wall outlet to serve a lamp, a window in the room, or adequate light from an adjacent room.
- Each electrical outlet must be permanently installed in the baseboard, wall, or floor. No extension cords may be used for outlets.
- Table or floor lamps, ceiling lamps plugged into a socket, or an extension cord plugged into another plug cannot be counted as an outlet for HQS purposes.
- Electrical hazards of any kind, either inside or outside the unit would receive a failure rating.
Structure & Materials

- Interior ceilings, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts, or other serious damage.
- The floors must also not have any major movement under walking stress, or tripping hazards presented by the permanent floor coverings.
- The roof must be structurally sound and weather tight.
- The exterior wall structure and surfaces must not have any serious defects such as serious leaning, buckling, sagging, large holes, unfastened and falling components, or defects that would result in air infiltration or vermin infestation.
- The condition and equipment of interior and exterior stairways, halls, porches, walkways, etc. must not present a danger of tripping and falling. Examples of dangerous conditions include, but are not limited to, broken or missing steps and loose boards.
- Stairways with four or more steps must have a handrail that is securely supported and runs the length of the stairway.
- Railings are required for decks, porches or steps that are more than 30 inches from the ground.
- Elevators must be working, safe, and compliant with locally enforced codes.
- Manufactured homes must be securely anchored by tie down devices, which distribute and transfer the loads imposed by the unit to appropriate ground anchors so as to resist wind overturning and sliding.
• The unit must be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust, and other harmful pollutants.
• The unit must have adequate air circulation.
• Bathrooms must have a window that opens properly or a permanently installed exhaust fan.
• Any room used for sleeping must have at least one window that opens properly, if the window was so designed.
Water Supply

- An approvable public or private water supply must serve the unit, which is sanitary and free from contamination.
• A dwelling unit constructed before 1978 that is occupied by a family that includes a child under the age of six years must include a visual inspection for defective paint surfaces. Defective paint surface is defined as a surface on which the paint is **cracking**, **scaling**, **chipping**, **peeling** or **loose**. If defective paint surfaces are found, such surfaces must be treated in accordance with state and EPA requirements.
Cracking Lead-Based Paint (Example)
Scaling Lead-Based Paint (Example)
Chipping Lead-Based Paint (Example)
Peeling Lead-Based Paint (Example)
Loose Lead-Based Paint (Example)
**Access**

- The unit must have direct access for the tenant to enter and exit, without the unauthorized use of other private properties.

- The building must provide an alternate means of exit in case of fire (such as fire stairs or exit through windows, with the use of a ladder if windows are above the second floor).

- Entry/exits must not be “blocked” by debris, stored items, non-working locks, or doors that have been nailed shut or otherwise obstructed.
Site & Neighborhood

- The site and neighborhood must be reasonably free of serious conditions, which would endanger the health and safety of residents.
Infestation

- The unit and its equipment must be free of serious vermin, insect and rodent infestation.
• The unit must have at least one battery operated or hardwired smoke detector that is in proper operating condition on each level of the unit, including basements but excluding crawl spaces and unfinished attics. Detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard NFPA 74 or its successors currently NFPA 720. If any hearing-impaired person occupies the unit, smoke detectors must have an alarm system designed for hearing-impaired persons as specified by NFPA 74 or its successors. In new construction, there must be a smoke detector in each room used for sleeping, and those must be arranged so that the operation of any detector will cause all other detectors to alarm.
• All landlord provided appliances must be in place at the time of the inspection.

• All utilities (water, electricity, and gas where applicable) should be on at the time of the inspection.

• All gas appliances with manual pilot light must have pilots lit at the time of the inspection.
Clients and their case worker should coordinate a time in which they both can meet at the prospective unit or home and conduct a walk through themselves prior to inspection as well. This helps to ensure that the client is satisfied with the size and condition of the unit. It also ensures that the client feels comfortable in their new neighborhood and the surrounding area.
Client & Case Worker Unit Checklist

Client Name: ____________________________
CSP#: ____________________________
Unit Address: ____________________________

1. I have visited/inspected this property. Date visited: ________________
2. Interior doors close and latch. *
3. Exterior doors lock securely and shut property without undue pressure. *
4. There is more than one entrance/exit in case of emergency.
5. The windows open and shut.
6. There are no broken windows. *
7. The water is on, there is hot water and the water is free of visible contaminants.
   If not on, when? ________________
8. All toilets flush and all faucets work (skip if water is off).
9. There is a working shower and/or bathtub (skip if water is off).
10. Gas/electric is on and the heat works. If not on, when? ________________
11. Smoke detectors are installed and maintained on each floor of the unit. *
12. I am not deaf (select yes if not deaf).
    I am deaf and unit has fire alarms for deaf persons in each bedroom occupied by me. *
13. Each room has a ceiling light or outlet for light.
14. There are cover plates on each outlet and none of the outlets are loose/damaged. *
15. Electric system is maintained and operated in manner free of visible hazards. *
16. There is working stove and/or refrigerator.
    If not, the unit contains space to store/prepare/serve food in a safe/sanitary manner.
17. Is the housing clean and sanitary?
18. Each room has proper ventilation and is the air free of pollutants.
19. Fire escapes and stairways maintained in safe condition. *
20. Siding of property is free of peeling paint.
21. If pregnant, or children under the age of 6 to occupy unit and unit was built prior to 1978, a pamphlet explaining hazards of lead-based paint was provided.
22. I have reviewed this checklist with my Case Manager.
23. I want to rent this property.

* Denotes Code Enforcement Issue Items

Client Signature: ____________________________ Date: ________________
Case Manager Signature: ____________________________ Date: ________________
**HUD HQS Inspection Form**

**Inspection Form**
Housing Choice Voucher Program

Public reporting burden for this collection of information is estimated to average 0.28 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number.

Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 9 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of the name and address of both the family and the owner is mandatory. The information is used to determine if a unit meets the housing quality standards of the Section 8 rental assistance program. HUD may disclose the information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and proceedings, it will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family participation.

Assurance of confidentiality are not provided under this collection.

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<td>Project Number</td>
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**A. General Information**

- **Address of Inspected Unit**
  - City
  - County
  - State
  - Zip
  - Name of Family
  - Current Telephone of Family
  - Current Street Address of Family

- **Number of Children in Family Under 6**

- **Name of Owner or Agent Authorized to Lease Unit Inspected**

- **Address of Owner or Agent**

- **Housing Type (check as appropriate)**
  - Single Family Detached
  - Duplex or Two Family Row
  - House or Town House
  - Low-Rise, 3-4 Stories, Including Garden Apartment
  - High-Rise, 5 or More Stories
  - Manufactured Home
  - Congregate
  - Cooperative
  - Independent Group Residence
  - Single Room Occupancy
  - Shared Housing
  - Other (Specify)
1. Living Room

1.1 Living Room Present

Note: If this unit is an efficiency apartment, consider the living room present.

1.2 Electricity

In order to qualify, all outlets must be present and properly installed in the baseboard, wall or floor of the room. Do not count a single duplex receptacle as two outlets. If there are two outlet covers in the room, or one of these plus a permanently installed ceiling or wall light fixture, both outlets and the light must be working. Usually, a room will have sufficient lights or electrical appliances plugged into outlets to determine workability. Be sure the light fixture does not fall just because the bulb is burned out.

Do not count any of the following items or fixtures as outlet fixtures: Table or floor lamps (these are not permanent light fixtures); ceiling lamps plugged into socket; induction cookers; etc.

If the electrical service to the unit has been temporarily turned off check “inconclusive.” Contact owner or manager after inspection to verify that electricity functions properly when service is turned on. Record the information on the checklist.

1.3 Electrical Hazards

Examples of what this means: broken wiring; non-insulated wiring; frayed wiring; improper types of twisting; connections or insulation; wires lying on or located near standing water or other unsafe places; light fixture hanging from electro wiring without other firm support or fixture; missing cover plates on switches or outlets; badly cracked sockets; exposed fuse box connections; overloaded circuits evidenced by frequently “blown” fuses (ask the tenant).

Check “inconclusive” if you are uncertain about severity of the problem and seek expert advice.

1.4 Security

“Accessible to outside” means: doors open to the outside or a common public hall, windows accessible from the outside (e.g., basement and first floor); windows or doors leading onto a fire escape, porch or other outside place that can be reached from the ground.

“Lockable” means: the window or door has a properly working lock or is nailed shut, or the window is not designed to be opened. A storm window lock is not working properly is acceptable. Windows that are nailed shut are acceptable only if these windows are not needed for ventilation or as an alternate exit in case of fire.

1.5 Window Condition

Rate the windows in the room (including windows in doors).

“Severe deterioration” means the window no longer has the capacity to keep out the wind and the rain or is a cutting hazard. Examples are: missing or broken-out panes dangerously loose, cracked panes, windows that will not close, windows that, when closed, do not form a reasonably tight seal.

If more than one window in the room is in this condition, give details in the space provided on the right of the form. There is only one “moderate deterioration” of the windows in the room should “Pass.” “Moderate deterioration” means windows which are reasonably weather-tight, but show evidence of some aging, abuse, or lack of repair. Signs of deterioration are: minor crack in window pane, splintered stile taper of some minor nesting in the window frame or the window itself, window pane loose because of missing window putty. Also for deteriorated and peeling paint see 1.4. If more than one window in this condition, give details in the space provided on the right of the form.
1.6 Ceiling Condition

"Unsound or hazardous“ means the presence of such serious defects that either a potential exists for structural collapse or that large cracks or holes allow significant drafts to enter the unit. The condition includes: severe bulging or bulging, large holes, missing parts, falling or in danger of falling, loose surface materials (other than paper or paint). Pass ceilings that are basically sound but have some non-hazardous defects, including: small holes or cracks, missing or broken ceiling tiles; water stains; small surface; unpainted surfaces; peeling paint (for peeling paint see item 1.8).

1.7 Wall Condition

"Unsound or hazardous“ includes: serious defects such 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 that are basically sound but have some non-hazardous defects, including: small or shallow holes, cracks; loose or missing parts; unpainted surfaces; peeling paint (for peeling paint see item 1.8).

1.8 Floor Condition

"Unsound or hazardous“ means the presence of such serious defects that a potential exists for structural collapse or other threats to safety (e.g., slipping) or large cracks or holes as a result of 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 non-hazardous defects, including: heavily worn or damaged floor surface (for example, scratches or gouges in surfaces, missing portions of tiles or linoleum, previous water damage). If there is a floor covering, also note the condition, as poorly fixed, torn or soiled. If there is a floor covering including paint or cement, also note the condition, especially if badly worn, soiled or peeling (for peeling paint see 1.8).

1.9 Lead-Based Paint

Housing Choice Voucher Units. If the unit was built January 1, 1978, or after, no child under age six will occupy or currently occupies it. A DHR, elderly or handicapped unit with no children under age six or the lead test kit was not performed (or the test kit was not used), has been certified lead-based paint free by a certified lead-based paint inspector (no lead-based paint present or no lead-based paint present after removal of lead-based paint). Check NA and do not inspect painted surfaces.

This requirement applies to all painted surfaces (building components) within the unit. (Do not include tenant belongings). Surfaces to receive the visual assessment for deteriorated paint include walls, ceilings, built in cabinets (sink bases), baseboards, doors, door frames, windows systems including millwork, sills, frames, and any other painted building component within the unit. Deteriorated paint includes any painted surface that is peeling, chipping, cracking, peeling, 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. Clearing of the stow is not required. Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Lead-Based Paint Owner Certification is required following stabilization activities, except for the minimum lead repairs.

### 1. Living Room

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<td>![ ] ![ ]</td>
</tr>
<tr>
<td>Lead-Based Paint</td>
<td>![ ] ![ ]</td>
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</tbody>
</table>

Additional Comments: (Give Item Number)
HUD HQS Inspection Form (Kitchen)

2. Kitchen

2.1 Kitchen Area Present

Note: 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).

2.2-2.9 Explanation for these items is the same as that provided for "Living Room" with the following modifications:

2.2 Electricity

Note: The requirement is that at least one outlet and one permanent light fixture are present and working.

2.5 Window Condition

Note: The absence of a window does not disqualify the item in the kitchen. If there is no window, check "Pass." 

2.10 Stove or Range with Ovens

Both an oven and a stove (or range) with top burners must be present and working. If either is missing and you know that the owner is responsible for supplying these appliance, check "Fail." Put check in "In conformance" column if the tenant is responsible for supplying the appliance and he or she has not yet moved in. Contact tenant or prospective tenant to gain verification that facility will be supplied and is in working condition. 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 hookups, water problems, and large gas smelloes; these should fail. (Be sure that the condition is not confused with an unit pilot light - a condition that should not fail, but does not fail.)

If both an oven and a stove or range are present, the gas or electricity are turned on, check "In conformance." Contact owner or manager 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 "Fail" and note these to the right of the item. Possible defects are marked, detached or, scratched surfaces; cracked burner ring; limited size relative to family needs.

A microwave oven may be substituted for a tenant-supplied oven and stove (or range). If the tenant agrees and microwave ovens are furnished instead of ovens and stoves (or ranges), both must be included in the building or premises.

2.11 Refrigerator

If no refrigerator is present, use the same criteria for marking other "Fail" or "Inconclusive" items 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 "Inconclusive." Contact owner (or tenant if unit is occupied) to get verification of working condition.

If the refrigerator is present and working but defects exist, note these to the right of the item. Possible minor defects include broken or missing interior shelving, dented or scratched interior or exterior surfaces, minor deterioration of door seal; loose door handle.

2.12 Sink

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 apartment, the hot water may have been turned off and there will be no hot water. Mark this "Inconclusive." Check with owner or manager to verify that hot water is available when service is turned on.

If a working sink has defects, note these to the right of the item. Possible minor defects include dripping faucet; marked, dented, or scratched surface; slow drain; missing or broken drain stopper.

2.13 Space for Storage, Preparation, and Serving of Food

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 should be supplied. The tenant makes the final determination as to whether or not this space is acceptable. If there are some minor defects, check "Pass" and make notes to the right. Possible defects include marked, dented, or scratched surfaces; broken handles; broken drawer or cabinet hardware; limited size relative to family needs.

Additional Comments: (Give item number) Use an additional page if necessary

Comments continued on a separate page

Previous editions are obsolete

Page: 5 of 10

## 3. Bathroom

### 3.1 Bathroom Present

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 combined bathroom facilities (i.e., toilet, washbasin and tub or shower located in separate parts of the unit). A minimum, there must be an enclosure around the toilet, in the case, allow the enclosure around the toilet as the bathroom and proceed with 3.3.1 if below, with respect to this window. If there is no bathroom, the one that is in the best condition for Part 3. If there is a second bathroom that is also usable, complete Part 4 of the checklist for this room. (See Inspection Manual for additional notes on calling the second bathroom.)

#### 3.2 Explanation for these items is the same as that provided for "Living Room" with the following modifications:

- **3.2.1 Electrical Hazard:** The requirement for at least one permanent light fixture is present and working.
- **3.2.2 Electrical Hazard:** The absence of a window does not fail the item in the bathroom (see item 3.1). Ventilation, for relevance of window with respect to ventilation, if there is no window, but a working vent system is present, check "Pass.

### 3.3 Electrical Hazard

- **3.3.1 Fixed Wash Basin or Lavatory in Unit**
  - 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 (i.e., in a hallway).

### 3.4 Security

- **3.4.1 Tub or Shower in Unit**
  - 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 may, however, be private.

### 3.5 Window Condition

- **3.5.1 Window Condition**
  - Insulate under hazardous defects that pass, but should be noted the following: broken or loose lites, deteriorated grating at subfloor and tub/flush floor tiles, or tiled surfaces, or doors.

### 3.6 Floor Condition

- **3.6.1 Floor Condition**
  - Noted under hazardous defects that pass, but should be noted the following: missing trowels, water stains.

### 3.10 Flush Toilet in Enclosed Room in Unit

- **3.10.1 Flush Toilet in Enclosed Room in Unit**
  - 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., occupants or facilities shared by occupants of other units are not acceptable). It must allow for privacy.

### 3.11 Ventilation

- **3.11.1 Ventilation**
  - Inadequate ventilation is one of the most serious hazards, occurring further in the water line, causing back-up, check item 7.5. Fail, under the plumbing and heating part of the checklist. A sign of serious sewer back-up is the presence of Numerous backed-up drains.

<table>
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<th>Item</th>
<th>Description</th>
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<th>No</th>
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<th>If Fail or Inconclusive, date (MM/DD/YYYY) of final approval</th>
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<tr>
<td>3.9</td>
<td>Fixed Wash Basin or Lavatory in Unit</td>
<td></td>
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<tr>
<td>3.10</td>
<td>Flush Toilet in Enclosed Room in Unit</td>
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<tr>
<td>3.11</td>
<td>Ventilation</td>
<td></td>
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</tbody>
</table>
4. Other Room Used for Living and Halls

Complete an “Other Room” checklist for as many “other rooms used for living” as are present in the unit and not already noted in Parts 1, 2, and 3 of the checklist (see the discussion below for definition of “used for living”). Also complete an “Other Room” checklist for all attics, halls, corridors, and staircases that are located within the unit and are part of the area used for living. If a hall, entry, or stairway is contiguous, rate them as a whole (i.e., as part of one space).

Additional forms for rating “Other Rooms” are provided in the checklist.

Definition of “used for living.” Rooms “used for living” are areas of the unit that are walked through or lived in on a regular basis. Do not include rooms or other areas that have been permanently, or near permanently, closed off or areas that are infrequently entered. For example, do not include a utility room, attached shed, attached closet, or garage if they are closed off from the main living area of an infrequently used area. Do include any of these areas if they are frequently used (e.g., a finished basement/apartment, a converted porch that is used as a bedroom during summer months). Occasionally used as a washer or dryer in an otherwise unused room does not constitute regular use if the unit is vacant and you do not know the eventual use of a particular room, complete an “Other Room” checklist if there is any chance that the room will be used on a regular basis. If there is no chance that the room will be used on a regular basis, do not include it (e.g., an unfinished basement) since it will be checked separately in Part 5, All Secondary Rooms (Rooms not used for living).

4.1 Room Code and Room Location

Enter the appropriate room code below.

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 (also check presence of sink trap and crawl space)
6 = Other

Other Room Location: Write on the line the provided location of the room with respect to the unit’s width, length, and floor level, if you were standing outside the unit facing the entrance to the unit: front/center/back; record whether the room is situated to the right, left, or center of the unit. If the unit is vacant, you may have some difficulty or predicting the eventual use of a room. Before giving any room a code of 1 (bedroom), the room must meet all of the requirements for a “room used for sleeping” (see Items 4.2 and 4.3).

Additional Notes
For staircases, the adequacy of light and condition of the stair rails and staircases is covered under Part II of the checklist (General Health and Safety).
5. All Secondary Rooms (Rooms not used for living)

5.1 None

6. Building Exterior

6.1 Condition of Foundation

6.2 Condition of Stairs, Rails, and Porches

6.3 Condition of Roof and Gutters

6.4 Condition of Chimney

6.5 Condition of Exterior Surfaces

6.6 Lead-Based Paint: Exterior Surfaces

6.7 Manufactured Homes: Tie Downs

6.8 Manufactured Homes: Exterior Surfaces

6.9 Condition of Vents

6.10 Electrical Hazards

6.11 Other Potentially Hazardous Features

6.12 Building Exterior

6.13 Condition of Vents

Additional Comments: (Give item number) Use an additional page if necessary

Comments continued on a separate page

Yes ☐ No ☐
7. Heating and Plumbing

7.1 Adequacy of Heating Equipment

"Adequate heat" means that the heating system is capable of delivering enough heat to ensure a comfortable indoor environment in the occupied space. Local codes (city or state codes) should be followed, and the heating system must be capable of maintaining a given temperature level during a designated time period. Portable electric room heaters or kitchen stoves are not adequate or acceptable as the primary source of heat for units located in areas where climate conditions are extreme without regular heating. "Directly or indirectly to all rooms used for living" means "Directly" means that each room used for living has a heat source (e.g., water heater, water hot air register, boiler, etc.)

"Indirectly" means that, if there is no heat source present in the room, heat can enter the room easily from a heated adjacent room (e.g., a dining room may not have a radiator, but would receive heat from the heated living room through a large open doorway). If the heating system in the unit works, but there is some question whether a room without a heat source would receive adequate indirect heat, check "Indeterminate" and verify adequacy from tenant or owner (e.g., unheated bedroom at the end of a long hallway).

How to determine the capability of the heating system: If the unit is occupied, usually the easiest way to determine the capability of the heating system is to question the tenant. If the unit is not occupied, or the tenant has not lived in the unit during the months when heat would be needed, check "Indeterminate." It will be necessary to question the owner on this point since the inspection has nothing to do with the presence of other tenants (if it is a multi-structure unit) about the adequacy of the heat provided. Under some circumstances, the adequacy of heat can be determined by a simple comparison of the size of the heating system to the area to be heated. For example, a small permanently installed space heater in a living room is probably adequate for heating a room larger than a standard small apartment.

7.2 Safety of Heating Equipment

Examples of "unvented fuel" burning space heaters: no portable ceramic units, unvented open flame portable units.

Other unsafe conditions include: breakage or damage to heating equipment such that there is a potential for fire or other threats to safety; improper connection of flues allowing exhaled gases to enter the living area; improper installation of equipment (e.g., proximity of fuel tank to heat source); absence of safety devices such as sediment traps or improper use of equipment (e.g., evidence of heavy buildup of soot, creosote, or other substance in the chimney); discharging equipment; combustible materials near the source or flow. See Inspection Manual for a more detailed discussion of the inspection process for heating systems.

If you are unable to gain access to the primary heating system in the unit, check "Indeterminate." Contact the owner or manager for verification of safety of the system. If the system has passed a recent local inspection, check "Pass." This applies especially to units in which heat is provided by a large scale, complex central heating system that serves multiple units (e.g., a boiler in the basement of a large apartment building). In most cases, a large scale heating system for a multi-unit building will be subject to periodic safety inspections by a local public agency. Check with the owner or manager to determine the date and outcome of the last such inspection, or look for an inspection certificate posted on the heating system.

7.3 Ventilation and Adequacy of Cooling

If the tenant is present and has occupied the unit during the summer months, inquire about the adequacy of air flow. If the tenant is not present or has not occupied the unit during the summer months, ask a sample of windows to see if they open (see Inspection Manual for instruction). The "Adequate ventilation" includes: central (fan) ventilation system; evaporative cooling system; room or central air conditioning. Check "Indeterminate" if there are no operable windows and it is impossible to determine by inspection whether the system is operating correctly. If either or both tenants of the building (in a multi-structure unit) report the owner or manager for verification of the adequacy of ventilation and cooling.

7.4 Water Heater

"Location presents hazard" means that the gas or oil water heater is located in a living area or storage where safety hazards may exist (e.g., water heater located in a very cluttered closet with cloth and paper items stacked against it). Gas water heaters in bedrooms or other living areas must have safety valves or shields. Water heaters must have a temperature-pressure relief valve and discharge line (directed towards the floor or out 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. To pass, gas or oil fired water heaters must be vented into a properly installed chimney or flow leading outside. Electric water heaters do not require venting. If it is impossible to view the water heater, check "Indeterminate." Obtain ventilation of safety from owner or manager. Check "Pass" if the water heater has a passed a local inspection. This applies to units in which there is a space heater; in that is located in a large scale complex central water heating system that serves multiple units (the water heater is a large unit located in a large apartment building). Check in the same manner described for heating system safety, Item 7.2, above.

7.5 Water Supply

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) require into the nature of the supply (probably from the owner) and whether it is approved by an appropriate public utility.

General note: If Items 7.5, 7.6, or 7.7, are checked "Indeterminate," check with owner or manager for verification of adequacy.

7.6 Plumbing

"Major leaks" means that main water drain and feed pipes (often located in the basement) are seriously leaking. (Leaks present specific facilities have already 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 discolored water at several taps. Badly corroded pipes will produce noticeably brownish water. If the tenant is currently occupying the unit, he or she should be able to provide information about the persistence of this condition of the system. (Make sure that the "rusty water" is not a temporary condition caused by city or town maintenance of main lines.) See general note under 7.5.

7.7 Sewer Connection

If the structure is connected to the city or town sewer system, check "Pass." If the structure has its own private sanitary system, check "Pass." This applies especially to units in which a private system is not provided by a large scale, complex central heating system that serves multiple units (e.g., a boiler in the basement of a large apartment building). In most cases, a large scale heating system for a multi-unit building will be subject to periodic safety inspections by a local public agency. Check with the owner or manager to determine the date and outcome of the last such inspection, or look for an inspection certificate posted on the heating system.

Conversations continued on a separate page. Yes No. Previous actions are revoked.
General Health & Safety

8. General Health and Safety

8.1 Access to Unit

8.1.1 Through another unit means that access to the unit is only possible by means of passage through another dwelling unit.

8.2 Exits

8.2.1 Acceptable fire exit means that the building must have an alternative in-law in any local or state regulations in case of fire or other emergency.

8.2.2 Exit: An escape, stairway, or fire exit.

8.3 Evidence of Infestation

8.3.1 Presence of rats, or severe infestation by mice or vermin, referred to as infestation by mice or vermin, is evidenced by: rat holes, droppings, rat runs, numerous settings of rat poison.

8.4 Garbage and Debris

8.4.1 Heavy accumulation means that garbage and debris are not kept clean and free of odors.

8.5 Refuse Disposal

8.5.1 Adequate covered facilities include trash cans with covers, garbage chute, “dumpsters” (i.e., large scale refuse boxes with lids) trash bags (if approved by local public agency).

8.6 Intensive Stairs and Common Halls

8.6.1 Loos, broken, or missing steps should fall if present a serious risk of tripping or falling.

8.7 Other Interior Hazards

8.7.1 Lead-Based Paint: Owner Certification

8.11 Lead-Based Paint: Owner Certification

8.11.1 If the owner is required to correct any lead-based paint hazards at the property, including deconstruction of other hazards identified by visual assessment, certified lead-based paint risk assessor, or certified lead-based paint inspector, the PHA must be notified of any applicable requirements of 24 CFR Part 35. If the Lead-Based Paint Owner Certification is not corrected by the PHA before the expiration of the HDR contract or within the time period stated by the PHA in the HDR contract notice. Receipt of the completed and signed Lead-Based Paint Owner Certification signifies that all HHS lead-based paint requirements have been met and no re-inspection by the HHS inspector is required.
• Anyone who conducts inspections whether it be regularly or sporadically should first take the HUD Visual Assessment Course located at https://apps.hud.gov/offices/lead/training/visualassessment/h00101.htm.

• This short course will go over the specific things you need to look for when assessing units that may contain lead-based paint and it only takes about 15 minutes to complete. Upon completion you will receive a certificate from HUD which the participant should keep on file.
CONGRATULATIONS

Derek Fry

has successfully completed the U.S. Department of Housing and Urban Development, Office of Healthy Homes and Lead Hazard Control,

VISUAL ASSESSMENT COURSE
pursuant to 24 Code of Federal Regulations Part 55

Janetta G. Huddlest,
Director, Program Management and Assurance Division
Office of Healthy Homes and Lead Hazard Control

U.S. Department of Housing and Urban Development
CSB Lead-Based Paint Inspection Form

Date of inspection: __________________________

Client name: ______________________________

Client CSP #: ______________________________

Address of unit inspected: ____________________

Inspection Type: _____________________________

☐ Initial   ☐ Annual   ☐ Reinspection

DETERMINE WHETHER A VISUAL ASSESSMENT IS NECESSARY

1. Was the unit constructed before 1978? __________________

2. Will a child under the age of six or a pregnant woman be living or spending time in the unit? ____________________

If the answer to both of these questions is yes, a visual assessment is required. Proceed to the next section.

If the answer to one or both of these questions is no, STOP. You do not need to complete this form.

CSP ID #: __________________

11/15/2017
CSB Lead-Based Paint Inspection Form

CONDUCT THE VISUAL ASSESSMENT

I certify the following:

☐ I have completed HUD's online visual assessment training and am a HUD-certified visual assessor.

☐ I conducted a visual assessment at the above address and on the above date.

☐ No problems with paint surfaces were identified in the unit or in the building's common areas.

☐ Problems with paint surfaces were identified and require remediation.

Print name

Signature

Visual Assessment Checklist

List any peeling, chipping, chalking, or cracking paint. List any holes larger than a nail hole, bubbling paint, or cracks larger than hairline where paint may be peeling. Look for moisture damage and paint debris on the ground, floor. Inspect all painted building components, especially exterior and interior walls, windows, or trim damaged from a roof or plumbing leak. Also look on surfaces that experience friction or impact, such as doors, windows, floors, and trim areas.

<table>
<thead>
<tr>
<th>INSCRIPTION ITEM</th>
<th>PASS</th>
<th>FAIL</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deteriorated exterior paint</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>If the total area of peeling or flaking paint is 20 square feet total or more than 10% of any panel, the units and the paint must be stabilized prior to occupancy.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Deteriorated interior items</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>If the area of the interior paint deterioration is 3 square feet total or larger than a nail hole or more than 10% of any surface, the units and the paint must be stabilized prior to occupancy.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Area</th>
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</thead>
<tbody>
<tr>
<td>Entry Area</td>
<td></td>
</tr>
<tr>
<td>Living Area</td>
<td></td>
</tr>
<tr>
<td>Dining Area</td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td></td>
</tr>
<tr>
<td>Bedroom 1</td>
<td></td>
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<tr>
<td>Bedroom 2</td>
<td></td>
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<tr>
<td>Bedroom 3</td>
<td></td>
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<tr>
<td>Bathroom 1</td>
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<tr>
<td>Common areas 1</td>
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<tr>
<td>Common areas 2</td>
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<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

CSP ID #: ___________ 11/10/2017
CSB Lead-Based Paint Inspection Form

STABILIZE DETERIORATED PAINT

If the unit fails the visual assessment and the client wants to inhabit the unit, work with the property owner to stabilize all deteriorated paint and arrange for a re-inspection by a certified lead professional, at the agency’s expense. CSB will not reimburse agencies for this expense. This must be an EPA-trained and certified lead professional.

1. Were all identified problems with paint surfaces repaired using safe work practices?
2. Was a clearance exam conducted by an independent, certified lead professional?

I have evaluated the property located at the address above and make the following determination:

 Certified Lead Professional’s Name (printed)

 Certified Lead Professional’s Signature

 Date
Facility Habitability Inspections

Organizations which house a higher volume of clients within a facility setting must also undergo inspections to obtain annual government funding. Inspections must be conducted upon initial occupancy and then on an annual basis for the term of assistance. These inspections play a pivotal role in ensuring that organizations are cognizant of major repairs/preventative maintenance items so that they can properly allocate their budget if needed.
**Facility Habitability Checklist (Page 1 of 3)**

**About this Tool**

The standards for housing unit inspections apply only when a program participant is receiving financial assistance and moving into a new (different) unit. Inspections must be conducted upon initial occupancy and then on an annual basis for the term of assistance.

The Habitability Standards are different from the Housing Quality Standards (HQS) used for other HUD programs. In contrast to HQS inspections, the Habitability Standards do not require a certified inspector. As such, program staff could conduct the inspections using a form such as this one to document compliance.

<table>
<thead>
<tr>
<th>Exterior Inspection Items</th>
<th>Circle One</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure and materials. The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from hazards.</td>
<td>Pass / Fail</td>
<td></td>
</tr>
<tr>
<td>Access: The housing must be accessible and capable of being utilized without unauthorized use of other private property. Structures must provide alternate means of egress in case of fire.</td>
<td>Pass / Fail</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interior Inspection Items</th>
<th>Circle One</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space and security. Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided with an acceptable place to sleep.</td>
<td>Pass / Fail</td>
<td></td>
</tr>
<tr>
<td>Indoor air quality. Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air that threaten the health of residents.</td>
<td>Pass / Fail</td>
<td></td>
</tr>
<tr>
<td>Water supply. The water supply must be free from contamination</td>
<td>Pass / Fail</td>
<td></td>
</tr>
<tr>
<td>Sanitary facilities. Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.</td>
<td>Pass / Fail</td>
<td></td>
</tr>
<tr>
<td>Thermal environment. The housing must have adequate heating and/or cooling facilities in proper operating condition.</td>
<td>Pass / Fail</td>
<td></td>
</tr>
<tr>
<td>Illumination and electricity. The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.</td>
<td>Pass / Fail</td>
<td></td>
</tr>
</tbody>
</table>

**FAILED ITEM(S) CORRECTED - MUST BE CORRECTED WITHIN 5 DAYS FROM THE DATE OF THE INITIAL INSPECTION**

<p>| Yes | No | Date | CM Initia |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>Pass/Fail</th>
<th>Circle One</th>
<th>Comments</th>
<th>Yes</th>
<th>No</th>
<th>Date</th>
<th>CM Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanitary Condition: The housing and any equipment must be maintained in sanitary condition.</td>
<td>Pass/Fail</td>
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<tr>
<td>Fire safety. Both conditions below must be met to meet this standard.</td>
<td>Pass/Fail</td>
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<tr>
<td>a. Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons; in each bedroom occupied by a hearing-impaired person.</td>
<td>Pass/Fail</td>
<td></td>
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<tr>
<td>b. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.</td>
<td>Pass/Fail</td>
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<tr>
<td>Sleeping room - acceptable space for tenant to sleep</td>
<td>Pass/Fail</td>
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<tr>
<td>Sleeping room - escape - operable escape window or door in case of fire</td>
<td>Pass/Fail</td>
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<tr>
<td>Interior floors, walls, and ceilings - structurally sound</td>
<td>Pass/Fail</td>
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<tr>
<td>Ceiling height - minimum 7 feet</td>
<td>Pass/Fail</td>
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<tr>
<td>Bathroom - operable bath, sink and toilet with privacy</td>
<td>Pass/Fail</td>
<td></td>
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<tr>
<td>Bathroom doors - privacy provided with hardware</td>
<td>Pass/Fail</td>
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<tr>
<td>Kitchens - operable cooking equipment, refrigerator, and storage facility available</td>
<td>Pass/Fail</td>
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<tr>
<td>System Items</td>
<td>Circle One</td>
<td>Comments</td>
<td></td>
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<tr>
<td>Electrical panel - safe and operable</td>
<td>Pass/Fail</td>
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<tr>
<td>Electrical fixtures/receptacles - sufficient electrical sources to permit the safe use of electrical appliances and adequate natural or artificial illumination for indoor safety</td>
<td>Pass/Fail</td>
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<tr>
<td>Pipes and septo - safe and operable</td>
<td>Pass/Fail</td>
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<tr>
<td>Exhaust ventilation - interior free of pollutants and adequate ventilation for good air quality</td>
<td>Pass/Fail</td>
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<tr>
<td>Water heater - connected and operable with relief valve</td>
<td>Pass/Fail</td>
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</tbody>
</table>
I understand that by signing below the inspection for the referenced unit has not passed for the reason(s) noted below. Additionally, due to federal funding regulations, I understand that the proposed client/tenant cannot move into the unit and receive Federal assistance until the items below have been corrected and confirmed by the agency the proposed client/tenant is working with for rental assistance for this unit.

1
2
3
4
5
6

__________________________________________ (Landlord Signature)
Questions?

Derek Fry, Housing Inspector
dfry@csb.org