

MOVE / NEW LEASE-UP/ RECERTIFICATION INSPECTION CHECKLIST

The CDC Inspector will inspect all living areas in the unit you currently reside in or wish to lease-up in for Housing Quality Standards (HQS) compliance. The following is a **partial** list of conditions that **must be verified** by the Housing Inspector. Please note: If your unit fails the inspection you will be rescheduled for another at a later date. This will affect the date the contract. **IT IS YOUR RESPONSIBILITY TO USE THIS LIST TO MAKE SURE YOUR UNIT WILL PASS INSPECTION BEFORE THE SCHEDULED APPOINTMENT.** In order to avoid ANY delay(s) in your Housing Assistance the Owner or Tenant should either: (1) do the necessary repair(s) or (2) replace the "Fail" item(s).):

1. Major utilities (electricity, gas, water) **must** be turned on.
2. The heating unit **must** be properly installed, vented and otherwise good working order. Check with SDG&E to ensure the safety of the heating system. Heater **must** be operational.
3. All electrical outlets **must** have cover plates in good condition with no cracks. Have the furniture at least four (4) inches away from walls to expose all electrical outlets.
4. The cooking stove and oven **must** be clean and in working condition and have all burner control knobs.
5. Refrigerator **MUST** be clean and in working condition.
6. You **must** have hot and cold running water in the kitchen and bathroom(s).
7. There **must** be no plumbing leaks or plugged drains.
8. Unit **must** be free of mildew/mold.
9. There **must** be a shower or bathtub that is in good working condition.
10. There **must** be a flush toilet that works and does not leak.
11. The bathroom **must** have an openable window to the outside or working ventilation fan.
12. There **must** be no missing, broken or badly cracked windows/window panes.
13. All accessible outside doors and windows **must** have working locks.
14. No double-keyed deadbolt locks will be allowed.
15. Security bars in the bedrooms **must** have a quick release device.
16. There **MUST** be a properly operating, secured smoke detector on every level of the unit.
17. There can be no mice, rats, or insect infestation.
18. All three-prong outlets **must** be properly grounded.
19. The roof **must** not leak and there must be no signs of structural damage
20. Exterior **must** be free of hazards (i.e. fences must be stable, no exposed nails or electrical wiring).
21. The hot water tank for your unit **must** have a pressure relief valve and a downward discharge pipe and the appropriate straps required by California Law (H&S code 19210-19217).
22. The carpet or linoleum **must** not have holes, tears or loose seams.
23. Stairs and railings, inside and out, **must** be secure. A stairway of 4 or more steps require Handrail(s).
24. Carbon monoxide detectors **must** be in place for all single family homes and manufactured homes immediately. All other types by January 1, 2013.
25. No cracking, chipping, scaling, or loose paint anywhere, inside or outside the unit. (See Lead Base paint Brochure.)
26. No excessive debris in or around the unit, such as an accumulation of boxes, paper, trash, wood, tires, machine or auto parts, batteries, paint cans or old appliances. Non-operating vehicles (especially those not registered to the tenant) **must** be removed from the premises.
27. All dogs **MUST** be tied up prior to the arrival of your housing inspector.

REMEMBER: Some items, (i.e. badly stained carpet, walls not freshly painted) are not considered fail items and are noted as "Tenant Preference". If you are not happy with the conditions of the unit, you must speak to your owner/manager about correcting these items.

For descriptions on the general aspects of a unit, see the booklet "A Good Place to Live".