

HOUSING QUALITY STANDARDS INSPECTION PROTOCOL

At the time of the inspection, the landlord must provide the following to the inspector:

- **Copy of the Renter's License (or temporary Renter's License).**
- **Copy of the Lead Certificate if your property was built before 1978.** Prior to every change in occupancy, all properties built before 1978 are required to pass an inspection by an MDE-accredited inspection contractor checking for lead contaminated dust.

All utilities (gas, electric, water, etc.) must be on at time of inspection. If the unit is heated by oil, the oil tank should contain at least ½ tank of oil.

Regardless of the season, there must be a working cooling and heating system.

Thermostat must be set at 76 degrees (generally May thru September) and 78 degrees (generally October thru March).

All units must have 10-year battery smoke detectors on each level of the home. Homes with gas utilities must have CO2 detectors as well.

All surfaces, floors, appliances, yards, and exterior surfaces, such as siding at the unit must be clean and sanitized.

Landlords, walk with this list and check off each item. Take video or pictures of your unit. This inspection protects not only you, but everyone involved.

- Inspect all private walkways and driveways to the unit. There should be no major damage so there are no trip hazards.
- Inspect the condition of the roof, gutters, chimney, chimney cap, down spouts, and splash guards.
- Inspect stairs and railings around unit, including walkouts. There must be a secure railing for four (4) steps or more.
- Inspect the deck, balcony and patio condition. Decks will be checked for condition of the boards, surfaces, and stability.
- Inspect any exterior structures (i.e. sheds, garages) to ensure they are in good repair, empty, and broom swept clean and check exterior surfaces for damage, missing material, growth of foliage, and/or algae.
- Inspect closed doors to assess the seal of door to frame, check for light showing around the door on all sides top to bottom, and also ensure the door is in good condition.
- Inspect dead bolt locks for operation. All doors leading to outside must have a dead bolt. There are no key to key locks accepted on the program (only thumb turn style dead bolts).
- Once inside, inspect all walls, ceilings and floors in each room for cracks, leaks, water or structural damage, peeling paint, and mold.
- Inspect floors for stability and safety. Carpeting will be assessed for condition, cleanliness, and to ensure there are no trip hazards. Worn or torn carpet needs to be replaced. Buckled carpet needs to be stretched.
- Inspect the operation of each window to ensure it rises with ease, has the ability to stay up on its own in all positions, and no windows are broken or cracked. All operable windows must have working locks and window screens that are properly installed and fully intact (no holes, rips or tears). All window sills and frames must be clean, free of peeling paint and debris, intact, and have no dry rot.
- Inspect all sliding glass doors to ensure it is operational and have a screen door.

- Inspect the outlets in all rooms for power, correct wiring, and not broken or objects left inside.
- Inspect all outlets and light switches to ensure they are not loose and have a cover.
- Inspect the proper operation of all appliances, including the stove burners and oven. The stove and oven must be clean. The stove hood should have a working light and exhaust fan.
- Inspect the dishwasher to ensure it drains properly and not through the air gap.
- Inspect the refrigerator; it must be clean, operational, and the door gaskets must be intact and in position (not ripped/torn and connected to the door).
- Inspect all faucets for proper operation, check sink connections and make sure all sinks have proper P traps and drain properly without leaks.
- The inspector will test GFCI outlets around the kitchen counter. There should be a GFCI outlet by all water sources.
- Inspect all kitchen cabinets must have all drawers and doors intact and open/close properly. All sink bottoms need to be intact and not dry rotted or damaged.
- Inspect all bathrooms. The bathroom door must latch and lock.
- Inspect tile floors and walls to ensure they are intact and have no missing pieces.
- Inspect the vanity and sink to ensure it is intact. The sink should not be peeling. The pop up must work properly or stoppers can be provided so the sink can hold water. Assess all faucets for proper operation, check sink connections make sure all sinks have proper P traps and drain properly without leaks.
- The inspector will test GFCI outlets (there should be a GFCI outlet by all water sources).
- The tub must be clean and free of peeling paint. If the tub is peeling or rust is present, it must be replaced or re-glazed. There cannot be mold present on any surface, including caulking.
- Inspect the shower head for leaks. The shower diverter must be operational. There must be a stopper or a way to fill the tub.
- Inspect to ensure the toilet must be secured at the base and top, it should flush properly, and no leaks can be present.
- Inspect all light fixtures should contain proper bulbs and covers, vanity bulbs should be used where they are required.
- If there is no window in the bathroom, a ventilation fan is required and must be operable with cover.
- Inspect all bedrooms as any other room (floors, windows, walls, ceilings, and electrical). Bedroom windows cannot have bars (sleeping rooms) unless they are safety release bars.
- Inspect all closet doors to ensure they are on track and have base hardware, so doors don't swing and stay on track.
- Inspect the basement as any other room. Ceilings, walls, floors, doors and windows. Bedrooms in the basement must have emergency egress and rescue opening.
- All finished areas should have flooring, or the cement sealed with appropriate sealant (unfinished areas don't require flooring or sealing, such as laundry room or unfinished basement).
- If there is a fireplace in the unit, proof that it was cleaned and inspected must be provided to the inspector. If the tenant will be prohibited from using it, it must be closed off with plywood or other appropriate material.
- Pools should be closed with a hard cover. If the pool is to be used, they should be insured for use and maintenance be conveyed to tenant.

- Inspect all yards; grass should be cut and free of debris. Fences need to be intact. Drain covers in place.
- Inspect all electrical boxes to ensure they have no open slots and hard spacers where there are openings. There should be no exposed wiring in the home.
- Inspect to ensure the home is free of infestation (roaches, mice, etc.). If there is any present, an extermination program is recommended, and such proof shall be given.

Once your unit passes inspection, there will be internal processing that may take 24-48 hours. Please do not permit the tenant to move in until our office contacts you with the approval.