



DAYTON METROPOLITAN HOUSING AUTHORITY

HOUSING QUALITY STANDARDS FOR THE ADMINISTRATION OF THE HOUSING CHOICE VOUCHER PROGRAM



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Work and repairs are not to be in progress when Inspector arrives.

New units must be in move in condition at time of inspection.

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Welcome to the Dayton Metropolitan Housing Authority's Section 8 program. DMHA is required by HUD regulations to inspect dwellings to ensure that they are "decent, safe and sanitary," according to the following Housing Quality Standards (HQS). DMHA has adopted local codes in addition to those mandated by the HUD regulations so that families will not be living in substandard housing. Initial Inspections: At the time of inspection all units/properties shall be in Move-In condition with the exception of minor deficiencies which may result from an oversight or judgment issue. Workmanship will be evaluated. Annual Inspection: Units/properties shall be maintained as Move-in condition. The Housing Quality Standards (HQS) are used to determine whether or not the dwelling is acceptable so the family can receive financial assistance for their rent. Units must also continue to meet the HQS throughout the assisted tenancy.

Property owners such as yourselves are the foundation of this program. Providing quality units helps to improve standards of living and self esteem for families searching for affordable housing. The enclosed information will help you in preparing your unit for inspection.

If you, as an owner, request an initial inspection by filling out our RTA packet, **YOUR UNIT MUST BE IN MOVE-IN CONDITION!** This means painted inside/outside, plumbing, electrical, HVAC and workmanship must be presentable, cosmetically. There must not be any work in progress. There must not be any work supplies or previous tenant's belongings in the unit and the previous tenant cannot be living in the unit.

We welcome you to DMHA's Section 8 program and appreciate your efforts in providing affordable housing for families.

Housing Quality Standards and Inspections:

[24 CFR 982.401]

Introduction:

Housing Quality Standards (HQS) are the HUD minimum quality standards for tenant-based programs. HQS standards are required both at initial occupancy and during the term of the lease. HQS standards apply to the building and premises, as well as the unit. Newly leased units must pass HQS inspection before the beginning date of the assisted lease and HAP contract.

DMHA will inspect each unit under contract at least annually. DMHA will also have an inspection supervisor and/or independent contractor perform quality control inspections on the number of files required for file sampling by SEMAP annually to maintain DMHA's required standards and to assure consistency in DMHA's program. This booklet describes DMHA's procedures for performing HQS and DMHA standards for the timelines of repairs. The use of the term "HQS" in this Housing Quality Standards booklet refers to the combination of both HUD and DMHA requirements.

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Guidelines/Types of Inspections: [24 CFR 982.4019(a), 982.405]

DMHA has adopted local requirements of acceptability in addition to those mandated by HUD regulations.

Inspections are scheduled during business hours between 8:30 a.m. and 4:00 p.m. At DMHA's discretion inspections may be scheduled on Saturdays or outside of regular business hours.

Efforts will be made at all times to encourage owners to provide housing above HQS minimum standards. DMHA will not promote any additional acceptable criteria which are likely to adversely affect health or safety of participant families, or severely restrict housing choice.

All utilities must be in service prior to the date of first inspection. DP&L (electric) must have a green tag. Vectren (gas) lock stop cannot be tampered with. If the utilities are not in service at the time of the inspection, the inspector will notify the tenant or owner (whomever is responsible for the utilities according to RTA) to have the utilities turned on. Another inspection date will be scheduled for the unit by letter.

If the tenant is responsible for supplying the stove and/or the refrigerator, DMHA will allow the stove and refrigerator to be placed in the unit after the unit has passed all other HQS. DMHA will conduct a re-inspection. All clients must provide proof of a current paid water bill prior to receiving a new RTA packet for transferring. PAID means: Paid in full.

Upon signing a new lease, the client is responsible for the water bill through the "hold through date" or until keys are returned to the owner, whichever is first. Failure to provide could result in termination from the Section 8 program.

NOTE: This applies if all mechanical systems are operating properly in the dwelling unit.

There are eight types of inspections DMHA will perform:

- 1) Initial/Move-in: Conducted upon receipt of Request for Tenancy Approval
- 2) Annual: Must be conducted within twelve months of the last annual inspection
- 3) Re-inspections – (Annual, initial, complaint)

- 4) Move-Out/Vacate (for determination of tenant-caused damages which may cause family to be in violation of their lease agreement): Homeowner must request a move-out inspection in writing within 48 hours of the tenant vacating the unit which must include an itemized list of the damages.
- 5) Special/Complaint: At request of owner, family or an agency or third-party
- 6) Quality Control
- 7) Utility Inspections
- 8) Weather Extension Inspections where extensions may have been granted during winter months

Courtesy Call:

The inspectors will call the landlord and tenant prior to arriving at the unit for inspection. It is the responsibility of the landlord and tenant to make sure that the Section 8 Inspection department has a correct phone number to call. A landlord/tenant cannot cancel an inspection or ask for a different time for inspection during this phone call. DMHA will not recognize this phone conversation as any type of cancellation for an inspection. If there is no answer or the number is not correct the inspector will proceed to the property as if the landlord/tenant were there.

Please Note: If an inspector will not be able to make it to a scheduled inspection, they must notify the inspection supervisor and he or she will determine if the inspection will be cancelled for the day.

Initial HQS Inspection: [24CFR982.401(a),982.305(b)(2)]

Timely Initial HQS Inspection:

DMHA will inspect the unit, determine whether the unit satisfies the HQS and notify the family and owner of the determination within 15 days unless Section 8 Management determines that it is unable to do so in the stated timeframe, in which case the file will be appropriately documented

If during the initial inspection, more than 15 HQS violations (Deficiencies) are found, the inspection will terminate and a re-inspection will be rescheduled on the next

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available date; this will be considered an inconclusive inspection. A notice will be sent to the owner stating the unit had more than 15 HQS deficiencies and therefore was not ready for inspection.

If the unit does not pass the second scheduled inspection or if the inspector is unable to conduct the inspection due to the owner or tenant's negligence; the tenant will be advised to select another unit.

DMHA will make every reasonable effort to conduct initial HQS inspections for the family and owner in a manner that is time efficient and indicative of good customer service.

When an owner/landlord does not feel he/she is ready for the first inspection, a call at least 48 hours prior to the inspection can be made to the Section 8 office to cancel the inspection and have another date scheduled. For first inspections, one cancellation will be allowed.

NOTE: For initial/move in, annual, move out, the Home Owner, Property Manager or Maintenance Representative must be present for these inspections to be initiated and completed. A Responsible Party is someone 18 years or older. Tenant must be present at time of inspection when they have deficiencies on report.

The Initial Inspection will be conducted to:

Determine if the unit and property meet HQS defined in this Plan.

Document the current condition of the unit as to assist in future evaluations whether the condition of the unit exceeds normal wear and tear.

Document the information to be used for determination of rent-reasonableness.

Environmental Requirements:

General Health and Safety: Curb Appeal:

- 1) The exterior open space around each dwelling shall be maintained or so improved as to provide for:
 - a) The immediate diversion of water away from buildings and proper drainage of the lot.
 - b) Grass, plantings, or other suitable ground cover to prevent soil erosion that is or may become detrimental to the structures, lot use, or adjacent lots and structures.

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- 2) All sidewalks, steps, driveways, parking spaces and similar paved areas for public use shall be kept in a state of repair. If any sidewalk or driveway or portion thereof has lateral heaves of $\frac{3}{4}$ inch or a separation of $\frac{3}{4}$ inch, the sidewalk or driveway or portion of shall be repaired or replaced.
- 3) All areas shall be kept free from weeds or plant growth that would constitute an unkempt appearance. Tree branches shall be cut back from roofs.
- 4) No unregistered and/or uninspected motor vehicle shall be parked on any property and tires must be inflated. No vehicle shall at any time be in a state of major disassembly, disrepair or in the process of being stripped or dismantled. A vehicle of any type shall not at any time undergo a major overhaul, including bodywork, in a residential district.
- 5) All accessory structures to the dwelling including detached garages (whether or not they are a part of the rental agreement), fences (fence, posts and poles must be removed if it is determined they are hazardous), storage sheds and walls shall be maintained so they are structurally sound, in good repair and free of peeling paint, or such structures shall be razed to grade level and debris removed from premises. The site and immediate neighborhood must be free from conditions that would seriously and continuously endanger the health or safety of the family, such as:
 - a) Other buildings on or near the property that could pose serious hazards such as dilapidated or vacant dwellings; if such properties are not owned by the Section 8 owner a letter must be provided showing the owner has reported these conditions to the city.
 - b) Heavy accumulation of trash or debris on site or adjacent property as this situation could also create rodent infestation;
 - c) Abnormal air pollution or smoke that continues throughout the year;
 - d) Proximity to open sewage or other hazards;
 - e) Smoke alarms must be operable at all times – owner responsibility
 - f) All utilities must be maintained in the unit at all times.

Curb Appeal:

All units shall be maintained to be free of trash, debris and belongings that create an unsightly appearance of the neighborhood. Lawns, shrubbery and trees shall be cut and trimmed during growing seasons. Trees to be cut back on a 3 ft radius off of roofs and rakes, shrubs to be trimmed back 12 to 18 inches off house or building. This includes property lines and fence lines.

Exterior Structure:

Every foundation, floor, wall, ceiling and roof of every dwelling shall be constructed and maintained and be kept in good repair and in safe condition so as to make all occupied rooms and other interior areas weather tight, rodent proof and fit for human habitation and not adversely affect the neighborhood in which they are located. Good repair,

maintenance, and safe conditions shall include, but are not limited to, the following:

- 1) Foundations shall support the building at all points and shall be free of all holes and cracks that admit rodents, water or dampness to the interior of the building or lessen the capability of the foundation to support the building.
- 2) Every exterior wall shall be free of holes, breaks, loose or rotting boards or timbers, and any other conditions that might admit rain or dampness to the interior portions of the walls or to the occupied spaces of the building. All exterior surface materials, including wood, or metal siding, shall be maintained to be weatherproof and shall be properly surface-coated to prevent deterioration. In addition, exterior wall structures and the exterior wall surface must not have any serious defects such as leaning, buckling, sagging, large holes or other serious damage to the structure or defects that could result in air infiltration.
- 3) All windows shall be fully supplied with window glass that is glazed and without cracks or holes. Windows shall have sashes in good condition that fit reasonably well within frames and are capable of being easily opened and held in position by hardware, including window locks, on all floors of the unit. Windows will be maintained so as to prevent inclement weather from entering the structure.
- 4) Every exterior door shall be maintained so as to be structurally sound and fit well within frames so as to be weatherproof and waterproof. Exterior doors shall be fitted with secure strike plates, door hinges and door latches that are in good working condition. Door locks shall be in good repair and capable of tightly securing the door. Exterior doors are doors by which someone can enter and exit the dwelling unit. Keys must be provided for all locks. Doors leading to the outside, attached garages and common hallways, fire escapes and porches otherwise accessible from the inside must have doorknobs and deadbolts. Deadbolts cannot be double key locks (interior side of deadbolt lock must have thumb/turn latch).
- 5) Roof members, coverings, shingles and flashing shall be provided so as to prevent the entrance of moisture from causing dampness in the interior portion of the dwelling and be maintained by renewal, repair, waterproofing or other suitable means.
- 6) Rain gutters, downspouts and leaders, or rain diverters and splash blocks shall be provided to collect, conduct and discharge all water from the roof and maintained so as not to leak or cause dampness in the walls, ceilings or basements or adversely affect the adjacent properties. Gutters shall be kept free of debris. If gutters are not present on detached garage, gutters are not required.
- 7) All chimneys, cooling towers, smoke stacks and similar accessories shall be maintained to be structurally safe, sound and in good repair. All exposed surfaces or metal or wood shall be protected from the elements and against

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decay or rust by periodic application of weather coating materials, such as paint or similar surface treatment.

- 8) Porches, railings, and stairs shall be so constructed and maintained so as to be free of missing, defective, rotting or deteriorated foundations, supports, floors, other members, and steps thereto so as to be safe to use and kept in sound condition and in good repair.
- 9) Any structural member that has become deteriorated or damaged to the extent that it does not serve the purpose as originally intended shall be renewed, restored, repaired or replaced as is necessary to serve the purpose as originally intended.
- 10) Basement or cellar hatchways shall be so constructed and maintained as to prevent the entrance of rodents, rain and surface drainage into the dwelling. Basement or cellar hatchways must be secured with latch or lock.
- 11) All canopies, metal awnings, stairways, fire escapes, exhaust ducts and similar overhang extensions shall be maintained in good repair and be properly anchored so as to be kept in a safe and sound condition. They shall be protected from the elements and against decay and rust by the periodic application of a weather-coating material, such as paint or other protective treatment.
- 12) Every screen/storm door, open able window and other openings shall be provided with proper fitting screens having not more than 1/16 inch mesh. Retractable screens will no longer be acceptable. Screens are acceptable in the summer months, storm windows are acceptable during winter months, proper count of storms and screens when not in used. If the unit has central air-conditioning storm doors are not required. In smaller units it is at the discretion of the inspector if the unit has sufficient air conditioning to adequately cool the entire unit. If unit does not have air-conditioning storm doors are required for adequate ventilation. Screen doors shall be provided with self-closing devices and all necessary hardware. Screening material shall not be stapled to window frame exterior unless it is also trimmed and framed.
- 13) Every basement or cellar window or other opening located at or near ground level that provides an entry for rodents shall be supplied with an approved screen (heavy gauge 1/4" mesh framed in on the outside) or may be boarded up so as to prevent entry unless 12" from the ground.
- 14) Exterior stairways which are 4 or more risers high shall be provided with substantial handrails not less than 2 feet 9 inches high, measured from the nose of

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the tread to the top of the rail.

a) stairway shall be maintained free of holes, grooves and cracks that constitute a safety hazard.

b) stairways shall be maintained free of rotted or deteriorated supports.

c) stairways shall have treads of uniform width and risers of uniform height. Wherever railing is required handrail must be provided.

d) stairways' handrails and balustrades shall be firmly fastened and maintained in good condition. All porches, balconies, landings and decks that are 30 inches or more above ground level shall require a secure railing not less than 36 inches in height and intermediate rails that will not allow the passage of a sphere 4 inches in diameter. Exterior wood and metal surfaces shall be protected from the elements by paint or other protective covering. All exterior surfaces shall be maintained free of faulty, loose, chipped or peeling paint. Faulty paint areas must be thoroughly washed, sanded, scraped or wire-brushed so as to remove all hazards before repainting with nonleaded paint. All paint chips must be removed –raked from the ground as to eliminate any lead-based paint chips that could be accessible to children.

When weather does not permit exterior repairs during the winter months from November 1 through April 30, the weather extensions program will be in effect and the inspector will grant extensions per the weather extension guidelines criteria. (REFERENCE PAGE 33) During the above months, the inspector will document the inspection that a weather extension has been granted and commencing June 1 follow up inspections will be scheduled to verify weather extension repairs have been completed.

Exterior surface wiring should be enclosed in a secure raceway or conduit. Main service lines should be insulated and in good sound condition, all exterior outlets should be GFCI protected with approved weather-proof box.

Interior Structure:

- 1) Every kitchen, bathroom and toilet room floor surface shall be constructed so as to be reasonably impervious to water and are to be maintained in a clean and sanitary manner.
- 2) Interior ceilings, walls, and floors shall be maintained free of holes, cracks,

loose or deteriorated materials, or any other condition that constitutes a hazard to the occupants or is a harborage for insects or vermin, or admits water or dampness to the interior of the building.

- 3) Doors to habitable rooms, bathrooms and toilet rooms shall fit the opening in which they are hung, be properly equipped with hardware and door knobs, and be maintained in good working condition. Dead bolts, hinge locks, eye-hooks or slide bolts are prohibited. Privacy doorknob locks are acceptable. Skeleton keyed locks are acceptable on older construction. When door is missing or has been removed, **all hardware is to be removed**, ie: strikes hinges, door bumps, etc.
- 4) Floors; walls, including windows and doors; ceiling and other interior surfaces shall be maintained in good, clean and sanitary condition. Peeling and cracked or loose plaster, decayed wood, and other defective surface conditions shall be eliminated.
- 5) Interior surfaces shall be protected by paint or other protective covering. Surfaces shall be maintained free of faulty, loose, chipped or peeling paint.
- 6) Every door available as an exit shall be capable of being opened easily from the inside and not be blocked.
- 7) All interior stairs and railings and other exit facilities of every structure shall be maintained in sound condition and good repair by replacing treads and risers that have evidence of excessive wear, are broken, warped and or loose. Every inside stair shall be so constructed and maintained as to be safe to use and capable of supporting the anticipated loads. Interior steps of four or more risers shall require a handrail.
- 8) In every dwelling, cellars, basements and crawlspaces shall be maintained reasonably free from dampness to prevent conditions conducive to decay or deterioration of the structure. Walls must be free of deteriorating cement, paint or material that is flaking and blistering. Scraping is required, and resealing may be necessary.
- 9) The interior of every structure shall be maintained in a clean and sanitary condition free from any accumulation of rubbish, refuse or garbage.
- 10) All structures shall be kept free from pest, insect, rodent and/or vermin infestation, and where pests, insects, rodents and/or vermin are found, they shall be properly identified and treated accordingly by acceptable processes that will not be injurious to human health. After treatment, proper precautions shall be taken to prevent reinfestation. See certification section (page 20) regarding bedbugs.

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- 11) Refrigerator and freezer doors must have seals in good condition, free of cracks and breaks.

Light, Ventilation and Space Requirements:

- 1) There must be at least one window in the livingroom and in each sleeping room. An interior room not having its own source of natural light and ventilation shall be accepted only where the room adjoins an outside room that which has adequate natural light and ventilation and where the separating wall between the two rooms has a clear opening 6 feet wide with a minimum height of 6 feet 8 inches. The interior room shall not be a bedroom.
- 2) Where the required window light and/or ventilation is not provided, artificial light and/or ventilation systems shall be installed in conformance with the uniform building codes.
- 3) Every window other than a stationary window, shall be capable of being locked, easily opened and held in position by the appropriate hardware for that window type.
- 4) Every habitable room shall have at least one window that directly faces outdoor open space. The minimum total window area measured between stops for every habitable room shall be 10% of the floor area of such a room, unobstructed by any portion of structure or wall less than five feet from the outside of such a window.
- 5) Every bathroom and toilet room shall have either an open able window supplied with a screen or be provided with an approved mechanical or gravity ventilation system that affords adequate ventilation and is maintained in working condition at all times. Secondary toilet areas (such as a basement) must be properly ventilated as well.
- 6) Basement space partially below ground shall not be used as a habitable room or dwelling unit unless:
 - a) the floors and walls are resistant to leakage of underground and surface runoff water and are well drained and protected against dampness
 - b) the total window area in each room is equal to at least 10% of the floor area of the room as measured between stops and is entirely above the grade adjoin in such window area. The windows also must be open able and provided with screens for adequate ventilation and be supplied with adequate locking devices appropriate for that window type.
 - c) it is separated from the heating equipment, incinerators and other equally

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hazardous equipment by an approved partition

d) access can be gained to the area without passage through a furnace room

e) there are two approved exit ways serving the basement. One of the required exit ways shall exit into an approved front or side yard area.

f) it contains two separate duplex convenient outlets

- 7) A cellar area cannot be used or intended for use as a dwelling unit.
- 8) Every dwelling unit must have, at a minimum, a living room, a kitchen area and a bathroom.
- 9) Every dwelling unit shall contain at least 150 square feet of habitable room area for one-person occupancy. Every dwelling unit shall contain at least 130 square feet of habitable room area per person when occupied by two or more persons. The room area shall be calculated on the basis of habitable room area only and shall not include toilet rooms, bathrooms, halls or passageways.
- 10) In every dwelling unit of two or more rooms, every bedroom shall contain at least 70 square feet of habitable room area for the first occupant and at least 60 square feet of habitable room area for each additional occupant.
- 11) Every dwelling shall have at least four square feet of closet space for the personal effects of each occupant. The closet does not have to be located in the bedroom.
- 12) At least $\frac{1}{2}$ of the floor area of every habitable room shall have a ceiling height of at least 7 feet. The floor area of that part of any room where the ceiling height is less than 5 feet shall not be considered as part of the required floor area.

Common Area Requirements:

Garbage and refuse shall not be allowed to accumulate or be stored in public halls, stairways or elevators. Every public hall, stairway and exit way in every multiple dwelling shall be adequately lit at all times. A minimum wattage of 25 watts shall be provided for each 80 square feet or part thereof of floor area. Exit signs will be illuminated and properly maintained where present. Elevators must be certified by the appropriate public agency to be safe and in operating condition and have current proper certification on file.

Plumbing Facilities and Fixture Requirements:

- 1) Every dwelling unit shall contain a room or rooms affording privacy and

equipped with a flush toilet properly connected to a cold water line, a lavatory basin, and a bathtub or shower properly connected to both hot and cold water lines with each of the facilities properly connected to an approved water and sewer system. All with shut off valves and escutcheon at wall openings.

- 2) A toilet room may be located within a different room from where the bathtub or shower facility is located. A flush urinal may not be substituted for a flush toilet. Such required sanitary facilities shall not be located in a basement or cellar. Should toilet be removed, sewer and water lines shall be capped in an approved manner.
- 3) Every dwelling unit shall contain a kitchen sink in good working condition that shall be connected to both cold and hot water lines and to an approved water and sewer system. A lavatory basin shall not be considered a kitchen sink.
- 4) Every plumbing fixture, water pipe and waste pipe shall be properly installed, vented and maintained in sanitary condition so as to be free from defects, leaks or obstructions.
- 5) The water supply systems shall be installed and maintained to provide at all times a supply of water to plumbing fixtures in sufficient volume and at pressures adequate to enable them to function satisfactorily.
- 6) No water faucet shall be installed below the overflow level of the facility being served.
- 7) Every dwelling shall be supplied with water heating facilities that are properly installed and provided with all the required safety devices, such as a shut-off valve on the cold water line, safety valve with tri-lever; overflow pipe connected to the safety valve and to extend down to within six inches of floor or into a drain; gas line drip leg; cover to conceal pilot light housing area and, when so required, be properly vented and sealed to an approved chimney or flue, are properly connected to water lines that are maintained in a safe and good operating condition. The discharge line must be the same size as the pressure relief valve and must be one continuous pipe. The water heating facility shall be capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at every required kitchen sink, lavatory sink, and bathtub or shower at a temperature of not less than 120°F and not more than 140°F. **No water heating facility using solid, gaseous or liquid fuel shall be installed in any room used or designed for sleeping purposes or a bathroom, toilet room garage or in any room not properly ventilated.**

Mechanical Requirements:

- 1) Every dwelling shall have heating facilities which are properly installed and vented and maintained in a safe operating condition and are capable of safely and adequately heating all habitable rooms, bathrooms and toilet rooms located therein to a temperature of at least 70°F at a distance of three feet above the floor level during the heating season. All safety controls for fuel-burning equipment shall be maintained in effective operation. All thermostats must be properly installed and in operating condition. Clean furnace filters shall be installed. HVAC units must be serviced annually. Documentation in the form of a tag or sticker must be on the unit in plain sight.
- 2) No unvented or open-flame gas-fired space or unit heater, cooking stove or similar device shall be used as a heating facility. Portable Electric heaters are acceptable as an **additional** heat source.
- 3) A supply of air for complete combustion of the fuel and for ventilation of the space shall be provided for the fuel-burning equipment.
- 4) Fireplaces, and other construction and devices intended for use similar to a fireplace, shall be stable and structurally safe and connected to approved chimneys. (cleaning annually by licensed technician required). If the fireplace is non-usable the owner and tenant must provide DMHA with an affidavit stating tenant is not to use fireplace.
- 5) When facilities for interior climate control (heating, cooling and/or humidity) are integral functions of structures used as dwelling units, such facilities shall be maintained and operated in a continuous manner in accordance with the designed capacity.
- 6) Gas piping shall be free of leaks, corrosion and obstructions so as not to reduce gas pressure or create a potentially hazardous condition. Gas pressure shall be provided which is adequate to permit a proper flow of gas from all open valves at all times and copper tubing, rubber hose or other unapproved materials shall not be used as gas piping.
- 7) Wall gas-lighting jets shall be made inoperable by capping at the source of the supply line serving such jet.
- 8) All gas supply lines serving appliances shall have an approved shutoff valve (and cap if not in use) in the room where such appliances are or are to be located.
- 9) Heat ducts and steam pipes shall be free of leaks and shall function so that adequate heat is delivered to the intended destination through approved outlets.

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- 10) All smoke pipes, vent connectors, vents, flues and chimneys shall be properly supported and securely joined, reasonably clean and maintained in such a condition that there will be no leaking or backing up of noxious gases. Duct tape will no longer be accepted to seal duct work. **Aluminized HVAC tape will only be accepted.**
- 11) Smoke pipes and vents shall have a minimum upward slope of 1/4 inch per foot from the facility to the chimney flue.
- 12) Every dwelling shall contain a stove, range or similar device for cooking food, properly installed with all necessary connections for safe and efficient operations which include all range burners and coils. Efficient operation does not include gas ranges being ignited with matches, lighters, etc. except for those gas ranges manufactured and designed to operate without automatic ignition devices. The use of gasoline stoves or similar fuel burning appliances using highly flammable fuels and the use of portable kerosene stoves or other similar fuel burning portable appliances for cooking is prohibited. **Hot plates are not acceptable substitutes for stoves or ranges.** Microwave ovens are acceptable under the following condition: A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave oven may be substituted for an owner-supplied oven and stove or range if the tenant agrees and microwave ovens are furnished instead of an oven and stove or range to both subsidized and unsubsidized tenants in the building or premises.
- 13) Every dwelling shall contain a refrigerator of appropriate size to accommodate the family for the safe storage of food at a temperature less than 45°F but more than 32°F. Interior shelving, components, refrigerator and freezer doors, seals and handles shall be in a good state of repair.

Electrical Requirements:

Every dwelling shall be supplied with adequate electrical service. Outlets and fixtures shall be properly installed and maintained in a safe working condition and connected to an approved source of electrical power in an approved manner. The capacity of such services and the number of outlets and fixtures shall be as follows:

- 1) The living room and each bedroom shall contain a minimum of two separate duplex permanently installed outlets. Outlets shall be located in an approved manner so as to provide service to appliances in different parts of the room and shall not serve more than two appliances from any one duplex convenience outlet. The kitchen area must contain at least one outlet in proper operating condition.

- 2) Every laundry or utility room shall contain one single grounded outlet for washing machine hook-up and one GFCI wall or ceiling type light fixture.
- 3) Every kitchen, bathroom, toilet room, furnace room, and hall shall contain at least one permanent wall or ceiling-type electric light fixture. In every bathroom and kitchen, there must be an operable GFCI (within 6 feet of a sink or lavatory, includes outlets located on medicine cabinets or light fixtures. Outlets in medicine can be removed and the opening capped.). If an outlet is not present in bathroom, a GFCI is not required.
- 4) Every electric wire shall be covered with insulation which is in sound condition.
- 5) Every electric switch and convenience outlet shall be properly connected, secured in position, provided with cover plates, be free of defects and maintained in good working condition.
- 6) Every electric wall and ceiling fixture shall be properly installed, secured in position and maintained in good working condition. Existing pull-chain ceiling light fixtures shall be acceptable if in good working condition.
- 7) No temporary wiring shall be permitted, except that not more than one heavy-duty extension cord may be used when connected directly to the service cord of the electrical appliance being served and an approved electric convenience outlet. Extension cords cannot create a tripping hazard.
- 8) Temporary wiring or extension cords shall not be used as permanent electrical wiring.
- 9) Electrical Hazard Examples:
 - a) electrical wiring lying in or located near standing water or other unsafe places must be removed;
 - b) exposed fuse box connections must be properly covered;
 - c) overloaded circuits – evidenced by frequently “blown fuses” or “tripped breakers” must be corrected;
 - d) unused or dead wiring must be removed or secured so as not to present a hazard;
 - e) exposed wiring must be concealed within proper electrical boxes;

f) rubber or plastic-coated electrical wiring mounted on the exterior wall or ceiling in a manner that could result in its being broken, cut or otherwise damaged must be corrected.

Where it is found that an electrical system constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the defects shall be corrected.

Fire Safety Requirements:

- 1) Where there is only one dwelling unit on the second story of a residential building, a single interior stairway may be accepted as the approved means of egress providing it exits into an approved front or side yard or other approved area and passage is not through the bathroom or a sleeping room of another dwelling or rooming unit to the exit door. Where there is more than one dwelling unit on a second story, or where there are more than two stories, a minimum of two approved exit ways shall be provided to serve those dwelling units located above or below the first story. One of the required exit ways shall be enclosed and exit into an approved front or side area. Passage to the required exit ways shall not be through a habitable room or another dwelling unit or bathroom. Exception: two or more dwelling units on a second story may be served by a single stairway if such stairway is enclosed by one-hour fire-resistant materials provided that the second story does not have more than 2,400 square feet in floor area and the distance from the dwelling units to the stairway does not exceed 50 feet.
- 2) All doors in the required means of egress shall be readily open able from the inner door. Exits from dwelling units shall not lead through other such units, or through toilet rooms or bathrooms.
- 3) All required fire escapes shall be maintained in working condition and structurally sound. All exit signs shall be maintained, illuminated and visible where present.
- 4) Waste, refuse or other materials shall not be allowed to accumulate in stairways, passageways, doors, windows, fire escapes or other means of egress.
- 5) Highly flammable or explosive matter, such as paints, gasoline, engines, volatile oils and cleaning fluids, or combustible refuse, such as waste paper, boxes and rags, shall not be accumulated or stored on residential premises except in reasonable quantities consistent with normal usage and shall not be stored near heating or water heating facilities.
- 6) All fire protection systems and equipment shall be maintained in proper operating condition at all times.
- 7) Each dwelling unit must have at least one battery-operated or hardwired smoke detector, in proper operating condition that can be verified at the time of the inspection, on each level of the dwelling – locations will be in the proximity of all bedrooms and at the top of any stairwell, such as to basements and attics.

Work and repairs are not to be in progress when Inspector arrives.

New units must be in move in condition at time of inspection.

Apartment buildings should have smoke detectors in common hallways on all levels. Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 72. If the dwelling unit is occupied by any hearing-impaired person, smoke detectors must have an alarm system, designed for hearing-impaired persons as specified in NFPA 72.

- 8) Fire suppressive systems shall be maintained in good condition free from mechanical malfunction. Sprinkler heads shall be maintained to be clean, free of corrosion and paint, and not bent or damaged.
- 9) Hose stations shall be identified and accessible. The hose shall be in proper position, ready for operation, dry and free of deterioration.
- 10) All portable fire extinguishers shall be visible and accessible, and maintained in an efficient and safe operating condition, including being certified.
- 11) Single-cylinder dead bolts must be installed in all exterior doors. Deadbolts cannot be double key locks (interior side of deadbolt lock must have thumb/turn latch). Doors leading from living area into attached garage must also have single-cylinder dead bolts.

Mobile Home Requirements:

Mobile homes shall be equipped with at least one smoke detector in working condition. Mobile homes must be securely anchored by a tie down device which distributes and transfers the load imposed by the unit to appropriate ground anchors so as to resist wind overturning and must be placed in the site in a stable manner and free from hazards such as sliding or wind damage.

Conflict with Other Ordinances:

In any case where a provision of this code is found to be in conflict with a provision of any zoning, building, fire, safety, or health ordinance or code, the provisions of the ordinance which establishes the highest standard for the provision and protection of the safety and health of the people shall prevail.

Quality of Workmanship:

All design, construction, replacements, additions and repairs in rehabilitation/renovation construction shall be of quality conforming to nationally recognized standards. Inferior workmanship could be cause for termination of assistance.

Certification:

In instances of all inspections or inspector uncertainty, certification or documentation from a professional, licensed, service technician may be required to verify the proper operating condition and soundness of such items as furnaces, water tanks, electrical and plumbing systems. This is to assure that the facility is functioning adequately and safely. HVAC unit must be serviced annually. **Documentation in the form of a tag, sticker or invoice must be on unit in plain sight.**

Pest, insect, rodent or vermin infestation that requires professional treatment to eliminate or control may also need proper certification.

Units with bedbug infestations must be treated by a licensed exterminator. We must see a copy of the results and treatment plan. We will not re-enter the unit for inspection until the treatment plan deems it is safe. The tenant must comply with the treatment plan or they will be proposed for termination. The owner will be abated if they do not adhere to this policy.

DMHA will provide a written inspection report detailing the deficiencies.

Fireplace to be certified operable or inoperable by certified professional.

Responsibilities of Persons:

Dwelling Owners:

Every owner of a dwelling shall ultimately be responsible for the maintenance of all facilities, appliances, utilities, services or conditions required by this chapter for dwellings and premises, except where such responsibility is assumed by an occupant by written agreement. Such responsibility shall include, but not be limited to, the following:

- 1) Maintaining in a clean and sanitary condition all parts of the dwelling and premises shared in common by two or more dwelling units. Lawn care is also included for every dwelling of two or more units unless specified in the lease agreement.
- 2) Extermination of pests, insects, rodents or vermin at initial move-in inspection to assure unit is free of such conditions.
- 3) Maintaining the dwelling in a pest-free condition.
- 4) Maintaining driveways, terrace steps, yard walls, fences, yard, cisterns and all exterior premises free of objects, materials or conditions which create a health, safety or fire hazard or which is a public nuisance.
- 5) Installation of all fire and smoke detection systems.

6) Initial inspection unit to be freshly painted. Paint exterior as needed. Unit should be painted every 5 years as needed.

Participant Families:

The head of the household of a dwelling is responsible for the housekeeping and on-site upkeep of the unit.

- 1) Providing a sufficient number of approved trash containers, as prescribed by the ordinances of the city, except when such containers are provided by the owner.
- 2) To keep the occupied area and all facilities in a clean and sanitary condition which shall include, but not be limited to, the following:
 - a) floors, floor coverings and other walking surfaces shall be kept clean and free of dirt, filth, garbage, fecal matter, litter, refuse and any other unsanitary matter;
 - b) walls, ceilings, windows, and doors shall be kept clean and free of dirt, greasy film, soot, and other unsanitary matter;
 - c) plumbing fixtures shall be kept clean, sanitary and in operable condition. No materials shall be deposited in any such fixture which may result in the obstruction of such fixture or any lines;
 - d) cook stoves, refrigerator, cabinets, and other furnishings shall be kept clean, free of dirt, greasy film, soot and other unsanitary condition.
- 3) To dispose of trash and garbage or store such wastes in proper containers in a neat and sanitary manner.
- 4) No occupant shall destroy, deface, damage, impair or carry away any of the equipment or any part of the dwelling unit.
- 5) No occupant shall obstruct in any manner any means of egress from any portions of the premises.
- 6) No occupant shall remove batteries from battery-operated smoke detectors or tamper with electrical (automatic) detection systems.

Clearing Deficiencies – Initial:

On an initial inspection, the owner will be given 15 days from the date of the notification letter to correct the items noted as “fail”. If 15 days falls on a Saturday or Sunday, the re-inspection will be scheduled for the first available working day. If there is no available

Work and repairs are not to be in progress when Inspector arrives.

New units must be in move in condition at time of inspection.

time on any of the housing inspectors' schedules to complete the re-inspection, it will be scheduled for the first available working day—even though this time frame will exceed 15 days. As the owner/landlord is given at least 15 days from the failure of the first inspection to prepare, re-inspections will not be re-scheduled. (REFERENCE FAIL AND NO SHOW FORMULA BELOW)

In the event a unit does not pass re-inspection, no future inspections will be scheduled by the Section 8 Office. The tenant and owner will be notified of the disapproval of the unit, and if any time is remaining on the voucher, the family will be scheduled to come into the office to be issued paperwork to locate another unit.

Records of any lease approvals or disapprovals will be maintained in the family's file for accuracy and consistency according to the Housing Quality and acceptable criteria.

Should the family wish to turn a Request for Tenancy Approval in to the office for the same unit that was disapproved, this will be permitted on one occasion **only**. The unit must be inspected again as a first inspection, and, if disapproved, the owner will be given at least 15 days to complete repairs and re-inspection will be conducted. In the event a unit does not pass re-inspection on the second Request for Tenancy Approval, no future inspections will be scheduled by the Section 8 office **for that unit**. The tenant and owner will be notified of the disapproval of the unit, an inspection report will be mailed and if any time is remaining on the voucher, the family will be scheduled to come into the office to be issued paperwork to locate another unit.

Formula for Initial:

2 Fails = New Papers

2 No Shows = New Papers

1 No Show and 1 Fail = 15 Days to Correct Failed Items

Clearing Deficiencies – Annuals:

On an annual inspection, the owner will be given 30 days from the date of the notification letter to correct the items noted as “fail”. If 30 days falls on a Saturday or Sunday, the re-inspection will be scheduled for the first available working day. If there is no available time on any of the housing inspectors' schedules to complete the re-inspection, it will be scheduled for the first available working day—even though this time frame will exceed 30 days. As the owner/landlord is given at least 30 days from the failure of the first inspection to prepare, re-inspections will not be re-scheduled.

In the event a unit does not pass re-inspection, no future inspections will be scheduled by the Section 8 Office. The home owner or property manager or their representative must notify the scheduling coordinator when owner and tenant deficiencies are cleared and

completed. (REFERENCE FAIL AND NO SHOW FORMULAS BELOW) The tenant and owner will be notified of the disapproval of the unit.

Records of any lease approvals or disapprovals will be maintained in the family's file for accuracy and consistency according to the Housing Quality and acceptable criteria.

Owner/Report/Annual:

- 2 Fails = Abatement
- 2 No Shows = Abatement
- 1 No Show and 1 Fail = Re-inspection in 30 Days
- 1 Fail and 1 No Show = Abatement

Tenant/Report/Annual:

- 2 Fails = Proposed Termination
- 2 No Shows = Proposed Termination
- 1 No Show and 1 Fail = Re-inspection in 30 Days
- 1 Fail and 1 No Show = Proposed Termination

NOTE: If unit fails to pass inspection after 30 days of abated payments, tenant will be issued new papers.

Clearing Deficiencies – Complaints:

The staff is required to inspect only the items about which the tenant or owner are complaining, but if the Inspector notices additional deficiencies that would cause the unit to fail the HQS, s/he must also note those items and require the repair to be completed.

The Owner may charge the tenant for repairs made due to tenant neglect or abuse. Local codes or laws may guide what recourse, if any, the Owner has in recovering costs of repairs.

The Owner may choose to initiate legal action against the tenant if there are grounds for such action.

If the HQS violation was due to normal wear and tear, the owner must be given time to correct the failed items. There are two guidelines to use:

If the item endangers the family's health or safety (using the emergency item list in this chapter), the owner must be given 24 hours to correct the violation.

For less serious failures, the owner must be given up to 30 days to correct the item(s).

Work and repairs are not to be in progress when Inspector arrives.

New units must be in move in condition at time of inspection.

If the owner fails to correct deficient items, after s/he has been given a reasonable time to correct the items, DMHA will take prompt and vigorous action to enforce the owner HQS obligations. DMHA remedies for such breach of the HQS include termination, suspension or reduction of housing assistance payments and termination of the HAP contract.

The owner is not responsible for a breach of the HQS that is not caused by the owner and for which the family is responsible.

EMERGENCY REPAIR ITEMS:

The following items are to be considered of an emergency nature and are to be corrected by the owner within 24 hours of notice by the Inspector:

Damaged lock mechanism on entrance doors to unit which will not latch or secure as intended

Waterlogged ceiling in imminent danger of falling

Electrical outlets, fixtures arcing, sparking including any spliced or exposed wire connections, and open ports

Escaping gas for any appliance, fixture, or apparatus including, but not limited to natural gas leaks, fumes, or odor

Major water leaks, flooding, or any drain line restrictions (tubs, sinks, lavatory, and toilet) including open waste lines

Natural gas leak or fumes

Electrical situation that could result in shock or fire

No heat when outside temperature is below 50 degrees

No running hot water

Utilities not in service such as gas, electric, or water

Broken glass which poses a cutting hazard

Obstacle that prevents tenant's access or exit to or from unit

Non-Functioning toilet when only one is present

Any situation deemed a threat to persons or property at the discretion of the Section 8 Inspector

Inoperative or missing smoke detectors or fire alarm systems

Vermin Infestation including, but not limited to bed bugs, roaches, fleas, rodents, general pest, and occasional invaders.

DMHA may give a short extension (not more than 48 additional hours) whenever the owner cannot be notified or it is impossible to repair within the 24-hour period. In those cases where there is leaking gas or potential of a fire within the notice period and the owner cannot be notified or it is impossible to repair, proper authorities will be notified by DMHA.

If emergency items are not corrected within 24 hours (or up to 72 hours, if an extension was granted), the owner will be given notice of the intent to terminate the HAP Contract and that the Housing Assistance Payment will be abated through the Termination Notice period. DMHA may send the notices simultaneously.

ABATEMENT:

When it has been determined that a unit on the program fails to meet Housing Quality Standards and the owner has been given an opportunity to correct the problem(s) and does not do so within the time frame established by DMHA, the HAP payment shall be abated.

A Letter of Abatement shall be sent to the owner the next working day after the failed reinspection. The abatement shall be effective the first of the following month and continue until all items which caused the unit to fail have been corrected. If the owner does not contact DMHA 30 days after the abatement of the payments, the family will be scheduled an appointment to obtain an RTA packet to locate another unit for assistance. The family will be issued a housing voucher to locate a unit within 60 days from the date the voucher is issued.

DMHA will schedule abated units for reinspection when the owner contacts DMHA to report the completed work. The abatement will end the day of the re-inspection of the unit if there are no deficiencies remaining. If the family had been issued an RTA packet to relocate, the family will be notified that the RTA packet will be voided since the unit is in compliance.

No retroactive payments will be made to the owner for the period of time the HAP payment was abated, and the tenant is not responsible to the owner for DMHA's portion of rent that was abated.

HAP CONTRACT TERMINATION:

If the owner fails to correct all the deficiencies cited at the end of the abatement period after re-inspection, the owner will be sent a Notice of Termination of the HAP Contract. While the termination notice is running, the abatement will remain in effect. When the HAP Contract is terminated, it will not be reinstated. **DMHA does not cancel the HAP Contract until the family has found an approved unit.**

MOVE OUT INSPECTIONS:

Move-out inspections are performed after the tenant has vacated the unit to determine if there are any tenant-caused damages that is a violation of family obligations.

The owner must request an inspection in writing within 48 hours of the move out. This request must include an itemized list detailing the move-out charges remaining after deducting the security deposit. The owner must also supply the Section 8 client with a copy of this itemized list.

The owner or the owner's representative will be required to attend the move-out inspection. The owner will be notified as to when the inspection will take place. DMHA will encourage the owner to notify the tenant of the inspection date. If the unit is found to have tenant-caused damages, the housing inspector will photograph the findings at the unit for file documentation. If the results of the move out inspection provide documentation that the family caused damages to the unit over and above normal wear and tear that would not be covered by the security deposit paid to the owner, the family will be issued a proposed notice of termination. The family will have the right to request an informal hearing on the determination.

OWNER CLAIMS:

As part of the HAP Contract, owners cannot make "special claims" for damages, unpaid rent, and vacancy loss after the tenant has vacated the unit. If the family moves out of the unit, DMHA may not give the owner HAP for any month after the month when the family moves out. The owner may keep the HAP for the month the family moves out of the unit.

Guidelines for Inspection of Housing Quality Standards:

Housing units under the Section 8 Program must be in safe, decent and sanitary condition. Each unit must pass our field representative's inspection before we approve the unit for Section 8 assistance. You should review the requirements indicated below before you send a request for lease approval and the related papers. Make sure the unit conforms to these standards, or that

the landlord can and will make the necessary repair or alterations. All plumbing, electrical and other mechanical systems must be in proper operating condition. All utilities must be on.

OK Need
Repairs

1) All Rooms

| | | |
|--|--------------------------|--------------------------|
| a) Are there at least two working outlets? (Kitchen and bathroom must have permanent light fixture.) | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Is there any exposed wiring ? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Does each outlet and light switch have a cover plate and work properly? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Do all windows open and close properly? | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Do any windows need putty? Are doors leading to exterior properly weather stripped? | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Do all windows have secure locks? | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Is the ceiling structurally sound? | <input type="checkbox"/> | <input type="checkbox"/> |
| h) Is there any evidence of leaks in ceiling, walls or windows? | <input type="checkbox"/> | <input type="checkbox"/> |
| i) Are there holes in ceiling or walls? | <input type="checkbox"/> | <input type="checkbox"/> |
| j) Is there crumbling plaster or peeling paint on window and door frames, walls or ceilings? | <input type="checkbox"/> | <input type="checkbox"/> |
| k) Is there peeling paint between interior and exterior windows? | <input type="checkbox"/> | <input type="checkbox"/> |
| l) Are the floors structurally sound? | <input type="checkbox"/> | <input type="checkbox"/> |
| m) Do the floors have any tripping hazards, such as torn linoleum or carpeting, any phone lines, cables or cords, etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| n) Are all closet doors hung properly so that they do not fall including all hardware? | <input type="checkbox"/> | <input type="checkbox"/> |
| o) When repairing walls all final paint must blend with same color with quality workmanship? | <input type="checkbox"/> | <input type="checkbox"/> |
| p) New move-in units must be completely painted for new tenant with quality workmanship | <input type="checkbox"/> | <input type="checkbox"/> |
| q) Annual inspections - on any wall, ceiling, window repairs paint must blend with color and match as closely as possible with quality workmanship | <input type="checkbox"/> | <input type="checkbox"/> |
| r) All doors must be fitted to openings for privacy | <input type="checkbox"/> | <input type="checkbox"/> |
| s) All outlets within six feet of a water source must be GFCI protected (except for refrigerator, it must be on a separate circuit from the GFCI). | <input type="checkbox"/> | <input type="checkbox"/> |

2) Kitchen

| | | |
|--|--------------------------|--------------------------|
| a) Does the stove have all knobs intact and do all burners and the oven operate properly? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Is the refrigerator large enough for the family size? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Does the refrigerator and freezer cool properly and have proper seal with no tears? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Is there adequate space to store and prepare food? | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Does the sink provide hot and cold running water? Are there any leaks? Does the water drain properly? | <input type="checkbox"/> | <input type="checkbox"/> |
| f) There must be a GFCI protected outlet - within six feet of water source? (Refrigerator must be on a different circuit.) | <input type="checkbox"/> | <input type="checkbox"/> |

3) Bathroom

| | | |
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| a) Does the toilet operate properly? Are there any leaks? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Does the sink provide hot and cold running water? | <input type="checkbox"/> | <input type="checkbox"/> |

Work and repairs are not to be in progress when Inspector arrives.

New units must be in move in condition at time of inspection.

| | OK | Need Repairs |
|---|----|--------------|
| Is there enough water pressure? | | |
| Are there any leaks? | | |
| Does the water drain properly? | | |
| c) Does the tub or shower provide hot and cold running water? | | |
| Are there leaks? | | |
| d) Any bath area that includes a toilet must have a fan vented to the outside or an open able window with screen. | | |
| e) Properly seal around all plumbing pipes to close any visible gaps with sealant or bib | | |
| f) All mechanical plumbing parts including pop-up stoppers, diverters and strainers must be functional. Tub must have stopper and strainer | | |
| g) All plumbing fixtures must be secured to the wall | | |
| h) Initial inspections - must have a new toilet seat | | |
| Annual inspections - toilet seats must be free from damage to hardware and finish | | |
| i) Toilet tank lids that are cracked must be replaced with a properly fitting lid | | |
| j) If there is a toilet in the basement it must be vented to the outside. It must be enclosed with a privacy door or it can be removed and cap off all drains and lines | | |

4) Bedroom

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| a) Does it have a window located on an exterior wall? | | |
| b) Bedroom must have two properly wired working outlets. | | |
| c) Bedroom must have closet with door(s) or a closet in the vicinity of the bedroom | | |

5) Heating Equipment/Air Conditioning

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| a) Is the heating equipment capable of providing adequate heat to all rooms used for living? | | |
| b) Is the unit free from unvented fuel-burning space heaters or any other unsafe heating conditions | | |
| c) If the furnace is in a closet, are the doors vented? Also any gas hot water heater or furnace cannot be located in a bedroom closet | | |
| d) Window/wall air conditioning units must be installed to prevent air infiltration and with proper slant to the outside walls. | | |
| e) All vents and ductwork must be in good condition, any wrapping must be in good condition, secure to the ductwork. Any tape used must be appropriate for that type of ductwork | | |

6) Hot Water Heater

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| a) Does the hot water heater or pipes have leaks? Also the pipes must be free from corrosion | | |
| b) The pressure relief valve must be free from leaks and the discharge pipe must extend to approximately six inches | | |
| c) Flame shields (cover plates) must be in place and properly installed | | |
| d) Vent hood must be in proper position for room ventilation | | |
| e) All electrical wiring must be encased in conduit | | |
| f) Hot water heater cannot have shut off valve on hot side | | |

Work and repairs are not to be in progress when Inspector arrives.

New units must be in move in condition at time of inspection.

7) Laundry Room

- a) Must have single plug or GFCI outlet for washer
- b) Dryer needs to be vented to the outside with aluminum flex hose
- c) Must be free of lint or debris

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8) Additional Requirements

(Other rooms, windows, exterior doors, electrical cover plates, plumbing, smoke detectors, interior air quality, entrance way, steps, food preparation and refuse disposal, utilities)

- a) Are all entrance and exit doors to unit made of solid material with dead bolt locks that are not doubled keyed? (Interior side of dead bolt lock must have thumb-turn latch) Do the entrance and exit doorknob have latching knob. Doors must have all working hardware (strike plates, plungers, etc.)
- b) Is there a working smoke detector on each level of the dwelling?
- c) Is the unit free of pests, insects, rodents and vermin? If evidence is present, professional extermination paperwork may be requested
- d) Is the unit free from heavy accumulation of garbage and debris inside and outside?
- e) Are there adequate covered facilities for the disposal of garbage? (Dumpsters/trash cans)
- f) Where there are four or more risers on the exterior and interior of the unit, is there a handrail?
Are all stairwells (interior and exterior) free from loose, broken or missing steps?
- g) Is the unit free from air pollutants? (Mold, sewer, gas, etc)
- h) Is the neighborhood free from hazards, which would seriously endanger the health and safety of residents. (Abandoned and exposed buildings nearby, etc)
- i) Remove any inoperable appliances
- j) Have elevators been inspected on a regular basis? (current certification)

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9) Porches

- a) Are enclosed porches free from exposed wiring?
- b) On enclosed porches, do the windows lock and are permanent screens present?
- c) All light fixtures must have a cover if they were made to have one?
- d) Outside outlets must be GFCI with a weatherproof covering

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10) Exterior of Unit

- a) Is there any peeling paint on the outside of the unit?
- b) Is the foundation sound and free of hazard? (deterioration, peeling paint, cracking, etc.)
- c) Are there any holes in the exterior?
- d) Are the sidewalks, walkways and driveways free from tripping hazards? Make sure no sidewalks are uneven.
- e) All carpeting must be clean with no stains, odors, tears, etc. If unable to clean, must be replaced
- f) No unregistered and/or uninspected motor vehicles shall be

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Work and repairs are not to be in progress when Inspector arrives.

New units must be in move in condition at time of inspection.

| | OK | Need Repairs |
|--|--------------------------|--------------------------|
| parked on the property and the tires must be inflated. No vehicle shall at any time be in a state of major disassembly, disrepair or in the process of being stripped or dismantled. | | |
| g)If unit has sprinkler system or fire extinguishers you must show current certification. | <input type="checkbox"/> | <input type="checkbox"/> |
| h)If present, exit signs and emergency flood lights in common area must be in working order | <input type="checkbox"/> | <input type="checkbox"/> |
| i)Electric service cable to the house must be free from deterioration or else it must be replaced | <input type="checkbox"/> | <input type="checkbox"/> |
| j)All utility lines must be free from tree branches | <input type="checkbox"/> | <input type="checkbox"/> |
| k)Any outside electrical wiring to outlets or fixtures must be enclosed in conduit and GFCI protected. | <input type="checkbox"/> | <input type="checkbox"/> |
| l)Any exterior vents must have operable vent hood free from debris or damage. | <input type="checkbox"/> | <input type="checkbox"/> |
| m)All gutters & downspouts must be free of debris or damage. They must have a splash block, flex drain tile or go into the ground drain tile. | <input type="checkbox"/> | <input type="checkbox"/> |
| n)All trees & shrubs must be trimmed back from fence lines, roofs, and foundations of any structure on the property | <input type="checkbox"/> | <input type="checkbox"/> |
| o)All structures on the property (garages, sheds etc) will also be inspected even if the tenant does not have access to them or is not renting them | <input type="checkbox"/> | <input type="checkbox"/> |
| p)Any outlets in garages should be GFCI protected | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE: This list is not all inclusive

Tenant Housing Quality Standard Checklist:

Housing units under the Section 8 Program must be safe, decent, and in sanitary condition. Each unit must pass our field representative’s inspection on an annual basis. The following items below are the tenant’s Section 8 checklist responsibilities. This is not an all inclusive list and may change at any given time due to industry standards and lease requirements. Please refer to your Section 8 lease or owner’s addendums for specific requirements. These requirements should be completed before tenants’ annual inspections or re-inspections.

General Requirements:

- 1) Are there any repairs at the time of move-in still not completed?
- 2) Have I informed the owner or management of repairs still not complete at the time of move-in before my scheduled annual inspection?
- 3) Have I called my owner as soon as I received my annual inspection or re-inspection letter?

Work and repairs are not to be in progress when Inspector arrives.

New units must be in move in condition at time of inspection.

- 4) Do I understand if items are not repaired at the time of move in, if not reported, some of the items may be my responsibility, such as torn screens, cracked outlets and switch covers, etc?

Exterior:

- 1) Are the site conditions in good repair, such as has grass been cut and edged, trash removed around unit and garage, and landscaping?
- 2) Has small brush been removed away from house and garage including roof lines 3 feet away from house and garage?
- 3) Has dirt and debris been cleaned off of the surface of the house?
- 4) Have I informed the owner of any hazards such as loose or missing hand rails or railings on porches, balconies and or steps?
- 5) Have I informed owner of any potential exterior emergencies such as missing shingles, broken windows on unit or garage, or electrical wires hanging that appear dangerous?
- 6) If I have cable installed, are the cables secure to the unit and not hanging off of the house on the ground where it can cause a tripping hazard?
- 7) Are there any globe fixtures missing covers and bulbs?
- 8) Are there any cars in the driveway or garage with outdated tags or deflated tires?

All Rooms:

- 1) Are there any tenant caused cracked outlets and switch plate covers that need replaced?
- 2) Are the secondary appliances in good working condition such as ceiling fans, microwaves, wall or window air conditioners?
- 3) Are there any tenant caused holes behind doors or on walls and ceilings that need repaired?
- 4) Are there any tenant caused marks on the walls and ceilings that need cleaned or painted?

- 5) Are there any tenant caused screens torn or missing in any rooms that need to be replaced or that the owner is aware of needing to be replaced?
- 6) Are the tiled floors and carpeted floors clean?
- 7) Is my dryer properly vented and lint build-up cleaned behind dryer?
- 8) Have I cleaned basement ceiling of cobwebs?
- 9) Are all my rooms clean and neat?
- 10) Have I cleaned my stove?
- 11) Does my refrigerator/freezer seal need to be replaced?

Weather Extensions:

Effective Nov. 1 through Apr. 30, Section 8 inspectors will be granting Weather Extensions. This program enables you, the Home Owner, and Property Managers, to extend the deadlines on certain repairs outlined in this program during the winter months. The repairs that are included for extension are as follows:

- 1) Concrete and Flatwork.
- 2) Asphalt Repairs.
- 3) Painting in lieu of scraping six feet from grade. (Scraping, Painting and/or Priming are required if a child under six (6) years of age resides in the unit per HUD guidelines.)
- 4) Roof Work.
- 5) Foundation and Stucco Work.
- 6) Fireplace and Chimney Tuck Pointing.
- 7) Exterior Window Glazing.
- 8) Vinyl Siding Repairs.
- 9) Landscaping at the discretion of DMHA.
- 10) Other items at the discretion of DMHA Management

The format for this program is as follows:

- 1) Inspection is made and items found are noted and documented on the inspection report.
- 2) Commencing June 1 follow up inspections will be scheduled to verify that weather extension repairs have been completed.

Lead-Based Paint Performance Requirements (HUD Requirements):

Definitions:

Chewable surface: Protruding painted surfaces up to six feet from the floor or ground that are readily accessible to children under six years of age; for example, protruding corners, window sills and frames, doors and frames, and other protruding woodwork.

Component: An element of a residential structure identified by type and location, such as a bedroom wall, an exterior window sill, a baseboard in a living room, a kitchen floor, an interior window sill in a bathroom, a porch floor, stair treads in a common stairwell or an exterior wall.

Defective paint surface: A surface on which the paint is cracking, scaling, chipping, peeling or loose.

Elevated blood level (EBL): Excessive absorption of lead. Excessive absorption is a confirmed concentration of lead in which blood of 20 ug/dl (micrograms of lead per deciliter) for a single test of 15-19 ug/dl in two consecutive tests 3-4 months apart.

HEPA: A high-efficiency particle accumulator as used in lead abatement vacuum cleaners.

Lead-based paint: A paint surface, whether or not defective, identified as having a lead content greater than or equal to 1 milligram per centimeter squared (mg/cm²), or 0.5 percent by weight or 5,000 parts per million (PPM).

Requirements for pre-1978 units where children under 6 reside:

If a dwelling unit constructed before 1978 is occupied by a family that includes a child under the age of six years, the initial and each periodic inspection (as required under this part) must include a visual inspection for defective paint surfaces. If defective paint surfaces are found, such surfaces must be treated in accordance with the procedures outlined below.

Lead-based paint with a lead content of more than 0.5 percent shall not be applied to any interior or exterior surface of the dwelling unit, including fences and outbuildings at these locations. Existing interior and exterior painted surfaces of the dwelling units that contain an excess of 0.5 percent lead shall be removed or covered with paneling or other suitable covering. Lead-based paint areas must be thoroughly washed, sanded, scraped or wire-brushed so as to remove all hazards before repainting with non-lead paint.

The requirements in this paragraph apply to:

All painted interior surfaces within the unit (including ceilings but excluding furniture); the entrance and hallway providing ingress or egress to a unit in a multi-unit building; and exterior surfaces up to six feet from the floor or ground that are readily accessible to children under six years of age (including walls, stairs, decks, porches, railings, windows and doors).

For a dwelling unit constructed before 1978 that is occupied by a family with a child under the age of six years with an identified EBL condition, the initial and each periodic inspection (as required under this part) must include a test for lead-based paint on chewable surfaces. Testing is not required if previous testing of chewable surfaces is negative for lead-based paint or if the chewable surfaces have already been treated.

Testing must be conducted by a state or local health or housing agency, an inspector certified or regulated by a state or local health or housing agency, or an organization recognized by HUD. Lead content must be tested by using an X-ray fluorescence analyzer (XRF) or by laboratory analysis of paint samples. Where lead-based paint on chewable surfaces is identified, treatment of the paint surface in accordance with procedures outlined below is required.

The requirements of this section apply to all protruding painted surfaces up to six feet from the floor or ground that are readily accessible to children under six:

Within the unit:

The entrance and hallway providing access to a unit in a multiunit building; and Exterior surfaces (including walls, stairs, decks, porches, railings, windows and doors).

DMHA may, at its discretion, waive the testing requirement and require the owner to treat all interior and exterior chewable surfaces in accordance with the following methods. (Priming is acceptable under Weather Extension Program)

Acceptable methods of treatment are: removal by wet scraping, wet sanding, chemical stripping on or off site, replacing painted components, scraping with infrared or coil type heat gun with temperatures below 1100 degrees, HEPA vacuum sanding, HEPA vacuum needle gun, contained hydroblasting or high-pressure wash with HEPA vacuum, and abrasive sandblasting with HEPA vacuum. Surfaces must be covered with durable materials with joints and edges sealed and caulked as needed to prevent the escape of lead contaminated dust.

Prohibited methods of removal are: open flame burning or torching, machine sanding or grinding without a HEPA exhaust; uncontained hydroblasting or high pressure-wash, and dry scraping except around electrical outlets or except when treating defective paint spots no more than two square feet in any one interior room or space (hallway, pantry, etc.) or totaling no more than twenty square feet on exterior surfaces. During exterior treatment, soil and playground equipment must be protected from contamination.

All treatment procedures must be concluded with a thorough cleaning of all surfaces in the room or area of treatment to remove fine dust particles. Cleanup must be accomplished by wet washing surfaces with a lead solubilizing detergent such as trisodium phosphate or an equivalent solution. Waste and debris must be disposed of in accordance with all applicable federal, state and local laws.

The owner must take appropriate action to protect residents and their belongings from hazards associated with treatment procedures. Residents must not enter spaces undergoing treatment until cleanup is completed. Personal belongings that are in work areas must be relocated or otherwise protected from contamination.

Prior to execution of the HAP contract, the owner must inform DMHA and the family of any knowledge of the presence of lead based paint on the surfaces of the residential unit.

DMHA must attempt to obtain annually from local health agencies the names and addresses of children with identified EBLs and must annually match this information with the names and addresses of participants under this part. If a match occurs, DMHA must determine whether local health officials have tested the unit for lead based paint. If the unit has lead-based paint, DMHA must require the owner to treat the lead-based paint. If the owner does not complete the corrective actions required by this section, the family must be issued a certificate or voucher to move.

DMHA must keep a copy of each inspection report for at least three years. If a dwelling unit requires testing, or if the dwelling unit requires treatment of chewable surfaces based on the testing, DMHA must keep the test results indefinitely and, if applicable, the owner's certification of treatment. The records must indicate which chewable surfaces in the dwelling unit have been tested and which chewable surfaces in the unit have been treated. If records establish that certain chewable surfaces were tested or tested and treated in accordance with the standards prescribed in this section, such chewable surfaces do not have to be tested or treated at any subsequent time.

- 1) Repair deteriorated surfaces. Any physical defect on a painted surface must be repaired before treating the surface.
- 2) Remove loose paint. All loose paint or other loose material should be removed from the surface to be treated.

3) Apply new paint. Paint stabilization includes the application of a new protective coating of paint.

The surface must be dry and protected from future moisture damage before applying new protective coating or paint.

Paint stabilization must be performed using **safe work practices**. Safe work practices help minimize and control the spread of lead-contaminated dust and debris while protecting workers and residents from exposure to lead. Safe practices include occupant protection, worksite preparation, clean up and safe treatment methods.

HUD Standards for Safe and Prohibited Methods for Treating Lead-Based Paint:

Examples of Safe Treatment Methods

1) **Removal of defective paint by:**

- a) Wet scraping
- b) Wet sanding
- c) Chemical stripping on or off site
- d) Replacing painted components
- e) Scraping with an infrared or coil-type heat gun with temperatures below 1,100°F
- f) HEPA vacuum sanding
- g) HEPA Vacuum needle gun
- h) Abrasive sanding with HEPA vacuum

2) **Covering of defective paint surfaces with:**

- a) Durable materials (such as wallboard or vinyl siding) with joint sealed and caulked

Prohibited Treatment Methods

1) **Removal of defective paint by:**

- a) Open flame burning or torching
- b) Machine sanding or grinding without a HEPA local exhaust
- c) Abrasive blasting or sandblasting without a HEPA exhaust
- d) Heat guns operating above 1,100°F
- e) Dry scraping or dry sanding except in conjunction with heat guns or within 1 foot of electrical outlets
- f) Paint stripping in a poorly ventilated space using a volatile stripper that is hazardous substance

As in the past, the Section 8 inspector will verify that the defective paint has been treated at the reinspection. The unit will not be approved unless all defective paint has been repainted.

Attention Section 8 Property Owners:

The U.S. Department of Housing and Urban Development (HUD) has issued a new regulation to protect young children from lead based paint hazards in housing that is financially assisted by the federal government or being sold by the government. The regulation, “***Requirements for Notification, Evaluation, and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance***”, was published in the Federal Register on September 15, 1999. The hazard reduction requirements in this regulation are based on scientific research and the practical experience of cities, states, and others who have been controlling lead-based paint hazards in low-income housing through HUD assistance. The requirements apply to housing built **before** 1978; the year lead-based paint was banned nationwide for consumer use. However, HUD will provide a 1 year transition period – until September 15, 2001, for all properties built after 1960 that are occupied by a child under six. This means that only units built prior to 1959 will have to comply with these new regulations until September 15, 2001, when the date will revert back to 1978. This is an attempt to phase the regulation in without creating undo hardship on the housing authorities, support agencies that provide clearance and other services, or the property owners.

The regulation puts all of the Department’s lead-based paint regulations in one part of the Code of Federal Regulations, making it much easier to find HUD policy on the subject. The new requirements took effect **September 15, 2000**.

Lead poisoning can cause permanent damage to the brain and many other organs, and can result in reduced intelligence and behavioral problems. Lead can also harm the fetus. The most common sources of childhood exposure to lead are deteriorated lead based paint and lead-contaminated dust and soil in the residential environment.

The regulation sets hazard reduction requirements that give much greater emphasis than existing regulations to reducing lead in house dust. Scientific research has found that exposure to lead in dust is the most common way young children become lead poisoned. Therefore the new regulation requires dust testing after paint is disturbed to make sure the house is lead-safe.

Types of Housing Covered:

- 1) Federally-owned housing being sold
- 2) Housing receiving a federal subsidy that is associated with property, rather than with the occupants (project-based assistance)

Work and repairs are not to be in progress when Inspector arrives.

New units must be in move in condition at time of inspection.

- 3) Public housing
- 4) Housing occupied by a family (with a child under 6 years of age) receiving a tenant-based subsidy (such as a voucher or certificate)
- 5) Multifamily housing for which mortgage insurance is being sought
- 6) Housing receiving federal assistance for rehabilitation, reducing homelessness, and other special needs.

Types of Housing Not Covered:

- 1) Housing built since January 1, 1978, when lead paint was banned for residential use
- 2) Housing exclusively for the elderly or people with disabilities, unless a child under age 6 is expected to reside there
- 3) Zero-bedroom dwellings, including efficiency apartments, single-room occupancy housing, dormitories, or military barracks
- 4) Property that has been found to be free of lead-based paint by a certified lead-based paint inspector
- 5) Property where all lead-based paint has been removed
- 6) Unoccupied housing that will remain vacant until it is demolished
- 7) Non-residential property
- 8) Any rehabilitation or housing improvement that does not disturb a painted surface

Here is how the new paint regulations will effect you as a Section 8 owner if the family you are renting to has **no children under 6 years of age in the household.** The inspector will be conducting visual assessment for defective paint at all units. These requirements apply to surfaces in the dwelling unit, exterior painted surfaces, common areas servicing the unit and other common areas used by the occupants and frequented by children including on site play areas. **Intact lead-based paint is not a hazard,** so if the inspection finds no defective paint surfaces that are cracked, scaling, chipped, peeling or loose, the paint will be approved and no further action is required. If the Section 8 visual assessment finds defective paint, those areas must be addressed by the owner. Treating the defective paint is known as **paint stabilization,** which includes the following steps: If you are renting your unit to a family **with children under 6 years of age in the household and it was built before 1978,** this is how the new paint regulations will effect you. If the visual assessment conducted by the Section 8 inspector reveals defective paint, the owner will still perform paint stabilization, but you will also need to obtain **clearance** before approval of the unit.

Clearance is a new mandatory activity that must be followed after paint stabilization. It helps to ensure that lead based paint hazards are removed and the dwelling is safe for occupancy. Clearance consists of a visual examination, dust sampling and laboratory

analysis of dust samples. The clearance examiner must be a certified risk assessor, lead-based paint inspector or clearance technician, which means that the Section 8 Program will not be offering this service. There is a listing of qualified individuals and agencies included which you can contact directly to schedule your testing. Clearance testing costs approximately \$ 200.00 and risk assessment approximately \$ 400.00. **Please be aware that a clearance report must be received by the Section 8 office before approval of the unit if defective paint was found.** A copy of the report must also be given to the family so they can be assured that the unit they are living in is lead-safe.

Finally, the owner must also incorporate ongoing lead-based paint maintenance activities into regular building operations to ensure that no lead-based paint hazards develop.

Children with elevated blood levels:

When it is reported to our office that a child in their household under the age of seven has an elevated blood level, the following procedures will be taken:

1. The health department will be contacted and requested to have the unit tested for lead based paint.
2. If it is found that the unit does contain lead based paint, the family will be required to relocate, with assistance, to another unit.
3. The owner will be notified of the results of the health departments testing and, until the unit is approved by the health department or the EPA and verification of corrective action being taken, the unit will not be able to participate in any of the Section 8 programs.

Your cooperation in making dwellings lead safe is appreciated by Section 8 and your family.

Approved by
the Board of Directors
6/16/10

TO BE RETURNED TO THIS OFFICE ALONG WITH RTA PACKET

I, _____
have reviewed this unit requirement booklet and fully understand
what is being expected for the Housing Assistance Payments
Program for unit standards.

Signature of Owner Date

I, _____
have reviewed this unit requirement booklet and fully understand
what is being expected for the Housing Assistance Payments
program for unit standards.

Signature of Tenant Date



Work and repairs are not to be in progress when Inspector arrives.

New units must be in move in condition at time of inspection.