



HQS Pre-Inspection Checklist

This checklist is provided as a courtesy and is not all-inclusive. It is provided to give you an idea of the items that an Inspector will check for during an inspection. Please look your unit over carefully before the inspector comes out. If you check “No/Needs Repair” to any of these items, the unit WILL FAIL the HQS inspection.

ALL ROOMS	OK/YES	NO/NEEDS REPAIR
Is the unit free of any exposed wiring?		
Are all electrical and switch covers present, secure, and free from cracks? All three prong outlets must be grounded.		
Are all the windows supplied with window glass and do they open and close properly?		
Are all windows free from cracks, missing/broken panes, with no more than 10% moisture between panes that impedes the view?		
Do all windows have secure locks?		
Are doors leading to exterior properly weather stripped?		
Are all floors sound, intact and free from hazardous defects? For initial contracts, has carpet been freshly shampooed?		
Is carpet soiled or damaged free from rips, tears or fraying? Is there missing or damaged floor tile? Is the floor tile free from large cracks that would impose a tripping hazard?		
Are all walls sound, intact (no holes or bowing) and free from hazardous defects? Minor paint drips and small stress cracks are not reasons to fail and inspection.		
Are all painted surfaces free of deteriorated (chipping, peeling, cracking and chalking) paint? Are all repairs patched, sanded and painted?		
Are all floors free of tripping hazards (3/8 inch), such as torn linoleum or carpeting, any phone lines, cables or cords, etc.?		
Are all closet doors hung properly so that they do not fall?		
Is the carpet new or has it been freshly shampooed? Is it free from rips, tears, and fraying?		
Are all doors fitted to openings for privacy and have a door handle?		
Are all rooms free of any other potentially hazardous feature(s)?		
HEATING EQUIPMENT/AIR CONDITIONING	OK/YES	NO/NEEDS REPAIR
Is the heating equipment capable of providing adequate heat to all rooms used for living?		
Is the unit free from unvented fuel-burning space heaters or any other unsafe heating conditions?		

Are all window/wall air conditioning units installed to prevent air infiltration and with proper slant to the outside walls?		
HEATING EQUIPMENT/AIR CONDITIONING	OK/YES	NO/NEEDS REPAIR
Are all vents and ductwork in good condition, is all wrapping in good condition and secure to the ductwork? Is the tape used appropriate for that type of ductwork?		
If the furnace is in a closet, are the doors vented? Also, a gas hot water heater or a gas furnace cannot be located in a bedroom closet.		
BATHROOMS	OK/YES	NO/NEEDS REPAIR
Does the toilet operate properly? Is it secured to the floor? Is the toilet free from leaks?		
Does the sink provide hot and cold running water? Is there enough water pressure? Is the sink free from drips and /or leaks? Does the water drain properly?		
Does the tub or shower provide hot and cold running water?		
Does every bath area or toilet area have a fan vented to the outside or an openable window?		
Are all visible gaps around plumbing pipes properly sealed?		
Are all plumbing fixtures secured to the wall and operational?		
Do all toilet tanks have properly fitting lids without any cracks?		
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.		
Is the washbasin and/or tub/shower free from hazardous cracks or chips that would impose a safety hazard?		
Are faucets fixtures rust free, in good repair and operational?		
HOT WATER HEATER	OK/YES	NO/NEEDS REPAIR
Does the hot water heater or pipes have leaks? Also are the pipes free from corrosion?		
Is the pressure relief valve free from leaks and does the discharge pipes extend to approximately six inches from floor?		
Are flame shields (cover plates) in place and properly installed?		
Is all electrical wiring encased in conduit?		
Is the flue pipe installed correctly and properly sealed?		
LAUNDRY ROOM	OK/YES	NO/NEEDS REPAIR
Is the dryer properly vented?		
Is the laundry area free of lint and debris?		

EXTERIOR OF UNIT	OK/YES	NO/NEEDS REPAIR
Are all painted surfaces free of deteriorated (chipping, peeling, cracking and chalking) paint?		
Is the foundation sound and free of hazards (deterioration, peeling paint, cracking, etc.)?		
Are exterior surfaces sound, intact (no holes) and free from hazards?		
Is the roof in good repair with shingles, coverings and flashing to prevent the entrance of moisture getting into the dwelling?		
Are the sidewalks, walkways and driveways free from tripping hazards?		
No vehicle shall at any time be in a state of major disassembly, disrepair or in the process of being stripped or dismantled on the property.		
Electric service cable to the house must be free from deterioration or else it must be replaced		
Any exterior vents must have operable vent hoods free from debris or damage.		
Is the correct building address and unit numbers posted and visible?		
Are all gutters & downspouts free of debris or damage and properly secured?		
Are all areas free of weeds or plant over? Lawns, shrubbery and trees must be cut during growing season.		
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. There cannot be any safety hazards present. I.e. Broken doors, collapsed roofs, rodent infestation		
ADDITIONAL REQUIREMENTS	OK/YES	NO/NEEDS REPAIR
Is there a working smoke detector on each level of the dwelling?		
Is there a working Carbon Monoxide alarm? (For all units/buildings with fuel-burning appliance system/equipment or attached garage)		
Are all stairwells (interior and exterior) free from loose, broken or missing steps? Are the handrails properly secured?		
Is the unit free from an accumulation of garbage and debris inside and outside?		
Is the unit free from air pollutants? (Mold, mold like substances, sewer, gas, etc.)		
Is the neighborhood free from hazards, which would seriously endanger the Health and safety of residents? (Abandoned and exposed buildings nearby, crumbled retaining walls attached to the property, located next to vacant uncared for properties that would be conducive for rodents or other infestation, etc.)		
Where there are four or more risers on the exterior and interior of the unit is there a handrail?		
Are there any leaks in the plumbing lines, utility sinks, spickets, faucets, etc.?		

ADDITIONAL REQUIREMENTS	OK/YES	NO/NEEDS REPAIR
Have all inoperable appliances been removed from the premises?		
Are all utilities (water, gas, and electric) on?		
Are the utilities separated and clearly identified so as to ensure the tenant is only paying for utilities they are responsible for?		
Is the unit free of rodents and heavy accumulations of trash, garbage, or other debris that may harbor vermin, infestation by mice, roaches, or other vermin particular to the climate must also be considered? The unit must have adequate barriers to prevent infestation.		
KITCHEN	OK/YES	NO/NEEDS REPAIR
Have all appliances been cleaned and are they operational?		
Does the stove have all knobs intact and do all burners and the oven operate properly? Can you read the words on the dial?		
Is the refrigerator large enough for the family size and able to maintain appropriate temperature and have proper seals?		
Does the refrigerator have all handles and drawers?		
Are cabinets and drawers wiped down and clean? Walls should be clean free of grease and food splatters.		
Are the counter tops clean and free from knife marks that will allow an accumulation of food/debris?		
Is there adequate space to store and prepare food?		
Does the sink provide hot and cold running water? Is it free of leaks? Does the water drain properly?		

To schedule an initial inspection of a unit, please call 513-977-4833 or email hcv.inspections@cintimha.com

You may submit your RTA, in person, through the RTA express located at 1635 Western Avenue, Cincinnati, OH 45214. RTAs submitted before **3:00 p.m.** through the “express” service will be processed and scheduled for inspection while the owner/voucher-holder waits.

Please note the expectation of CMHA is for the unit to be move-in “ready” when the unit is inspected. CMHA will note violations found during the inspection, but will not provide a “punch” list of repairs for owners. This checklist should be used to check for common HQS violations in preparation for the inspection.

The inspector **will not** complete an inspection if more than 12 violations are found and will mark the unit as not “ready”.