

## How to prepare for your Annual Housing Quality Standards (HQS) Inspection:

1. An authorized adult (18+ years) must be present for the inspection. Inspector may ask for ID.
2. If you want the landlord to give the inspector access to the unit, authorization must be in writing (notify the inspector in advance if possible).
3. If you cancel the appointment with less than 24 hour notice, it will count as a No Show.
4. Pets must be confined during the inspection – note that the inspector must have access to all rooms without the threat of any animal (regardless of its size).

## Common HQS Inspection Fail Items

- Missing or dead batteries in smoke detectors or carbon monoxide detectors
- Electrical outlet cover plates cracked or missing
- Insulation around front & back doors (no outside light should be visible when door is closed)
- Missing window screens
- Missing or broken stove knobs
- Inoperable stove burners or non-working oven
- Missing drain stoppers
- Missing or loose water heater earthquake straps
- Missing water heater run-off pipe (or improper pipe material)
- Missing or inoperable window locks
- Double-keyed deadbolt locks
- All interior doors must be operable without the use of a key
- Tripping hazards caused by permanently installed floor coverings such as torn or lifting carpet
- Housekeeping unsanitary or cluttered
- Inoperable bathroom exhaust fan
- Leaking faucets or plumbing
- Inoperable range hoods (also must be free of grease build-up)
- Infestation of roaches/mice/termites/bed bugs
- Heater/Furnace pilot turned off (unable to test heater)
- Garage areas

**NOTE: This is not a complete HQS list. This is only a partial list of commonly-failed items.**