

PRE-INSPECTION CHECK LIST

Below we've listed some of the more common issues that might keep your unit from passing the Housing Quality Standards (HQS). If the unit doesn't pass inspection, there will be a delay in the contract approval process. This is important to you because we won't be able to make any rental assistance payment to you until the process is complete. Any failed items must be corrected within 30 days or the Request For Tenancy Approval may be cancelled and the tenant instructed to look for another unit.

You can use this checklist to do a little pre-inspection review of the unit yourself before the arrival of the inspector, making sure everything is in order.

- All utilities must be on – gas, water, electricity
- Unit is vacant, free of debris (interior and exterior), and all of the owner's personal belongings have been removed.
- Smoke detectors must be operable on each level of the home, including the basement
- Unit must be move-in ready
- All windows that can be accessed from the outside must be lockable
- Heating unit provides adequate heating to all rooms used for living
- Electrical outlets are working and 3-pronged outlets are either grounded or have working GFCI (ground fault circuit interrupter) protection
- All electrical outlets and light switches have cover plates.
- All outlets within 6 feet of a water source (sinks, bathtubs, etc.) must be equipped with GFCI protection
- All appliances in the unit are operable (stoves must have readable control knobs)
- No plumbing leaks, both supply lines and drain lines
- Water heater must be equipped with a properly installed pressure relief valve and tube
- Bathrooms must have either a functioning ventilation system or window that opens
- An adult (over 18) must be present, either the landlord or tenant or their representative

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