

HABITABILITY INSPECTION STANDARDS FORM

Participant Name: _____ HMIS or VSP #: _____

Unit Address: _____

For programs funded by HUD CoC, please refrain from completing this form. Inspections must be completed using a Housing Quality Standard (HQS) Inspection. Please see [HUD HQS](#) for further guidance on codes standards. Programs funded by HUD CoC, are required to complete both an initial inspection before occupancy and an annual inspection.

For programs not funded by HUD CoC, please follow the following guidelines:

- These standards are applicable only when a participant is receiving financial assistance and/or moving into a new unit.
- Inspections must be conducted before the initial occupancy.
- The case manager or other program staff assigned should carry out these inspections.

If the unit is being subsidized by a federal subsidy such as HSV, EHV, HCV, or other vouchers, the Public Housing Authority (PHA) will conduct a Housing Quality Standard (HQS) Inspection. If the assigned program staff is able to obtain a copy of the completed HQS from the PHA, the program may use the HQS in place of completing the Habitability Inspection Standards Form.

INSTRUCTIONS: In the table below, mark each statement as 'A' for approved or 'D' for deficient. The property must meet all standards to be approved. Place a copy of the completed checklist in the client's file, provide a copy to the landlord, and upload a copy to HMIS (or, for Victim Services Providers, to the appropriate comparable database). If the unit does not pass, discuss the necessary changes with the landlord and document the plan for resolving the issues. All required changes must be completed before any funds are disbursed to the landlord and before the participant can move into the unit.

Approved or Deficient	Element	Notes
	1. Structure and materials: Does the building feel safe and structurally sound.	
	2. Access: The housing must be accessible and capable of being utilized without having to enter through another person's private property. Structures must provide fire escape options other than front door.	
	3. Space and security: Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided with an acceptable place to sleep and doors to lock.	

	4. Interior air quality: Every room or space must be provided with natural or mechanical ventilation. Must have window(s) or fan or A/C. <i>(Turn on to confirm they work)</i>	
	5. Water Supply: The water supply must be free from contamination. <i>(Turn on all faucets to confirm they work, there's hot water, and water is clear)</i>	
	6. Facilities: Residents must have access to sufficient sanitary facilities that are in proper operating condition; may be used in privacy and are adequate for personal cleanliness.	
	7. Thermal Environment: The housing must have adequate heating and/or cooling facilities in proper operating condition <i>(turn on to confirm they work)</i> .	
	8. Lighting and Electricity: The housing must have adequate natural or artificial light to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical outlets must be provided to permit use of essential electrical appliances while assuring safety from fire.	
	9. Food preparation and refuse disposal: All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner. If shared, inspect shared space for compliance	
	10. Sanitary condition: The housing and any equipment must be maintained in sanitary condition.	
	11. Fire safety: Both conditions below must be met for this standard. 11a. Each unit must include at least one battery-operated or hard-wired smoke detector and one carbon monoxide detector in proper working condition on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If occupied by a hearing-impaired person, smoke detectors must have an alarm system designed for hearing impaired persons in the bedroom of the hearing-impaired person.	
	11b. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.	

CERTIFICATION STATEMENT

I certify that I am not a HUD-certified inspector and have evaluated the property located at the address below to the best of my ability. I find the following:

☐ Property passed inspection

☐ Property did **NOT** pass inspection

If Property did not pass inspection, please complete the section below.

Deficient Area	Proposed Correction	Date to be completed	Date of reinspection	Notes

Case Manager's Name: _____ Agency: _____

Reviewed with Landlord: ☐ Yes ☐ No Date: _____

Case Manager's Signature: _____ Date: _____

Program Manager/Supervisor Name: _____

Program Manager/Supervisor Signature: _____ Date: _____