



**1954 E. Houston Street Suite 104 - San Antonio, Texas 78202**  
**Phone (210)-225-0071 - Fax 210-225-6976**

## **HQS INSPECTION CHECKLIST**

To participate in the Housing Choice Voucher program, landlords must ensure that their housing units pass Housing Quality Standards (HQS) set by federal regulations and the Department of Housing and Urban Development. The following is a checklist to help landlords ensure their units pass HQS inspections conducted by the Housing Authority of Bexar County.

- Utilities must be turned on for the completion of the inspection.
- No chipping or peeling paint inside or outside.
- Stove must be clean and in working order and secured. (If provided by landlord.)
- Refrigerator must be clean, have a kick plate and be in working order. (If provided by landlord.)
- There must be a working heating system installed or provided by owner.
- Hot and cold running water in the kitchen and bathroom(s).
- There must be a shower or bathtub that works.
- There must be a flush toilet that works and does not leak.
- The bathroom must have either a window to the outside or an exhaust fan vented to the outside.
- There must not be any plumbing leaks.
- There must not be any plugged drains (check for slow drains).
- All plumbing fixtures must have P-traps.
- All ground floor windows must have working locks and exterior doors must have working deadbolts.
- All windows must be in good working condition.
- All electrical outlets must have cover plates and be in good working condition.
- All ground fault circuit interrupters (GFCIs) must work properly.
- There must not be any missing, broken or cracked windows.
- The roof must not leak. Indications of a leak are discolorations or stains on the ceiling.
- The hot water heater tank must have a temperature pressure relief valve with downward discharge pipe made of galvanized steel or copper tubing that is between six inches to eight inches from the floor (no PVC). CPVC is acceptable.
- The floor covering cannot be torn or have holes that can cause someone to trip.
- If there are stairs and railings, they must be secure.
- Four or more exterior stairs must have handrails 34 inches to 38 inches from the ground.
- Walk offs or porches 30 inches above grade must have guard rails 36 inches from the ground.
- Working smoke detectors are required in every unit and on every level.
- The contract rent must be reasonable based on the rent of comparable units in the neighborhood.
- All security bars and windows must have a quick release mechanism.
- Keyless bolting devices, and door viewers must be installed on each exterior door and doors exiting into the garage area. Keyless bolting devices may not be installed higher than 48 inches or lower than 36 inches from the floor.
- All sliding glass doors must have a pin lock zero to 48 inches from the floor, and if the manufacturer's lock to the sliding door is inoperable, there must be an additional security bar on the door.
- All windows should open and close as designed and have working lock devices.

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Signature

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Date