

# LANDLORD INSPECTION CHECKLIST

This list is provided to help the landlord prepare for the unit inspection. We have listed "basic" conditions that provide a decent quality of living standard for the tenant and are required by HUD and Home Forward. Diagrams of some common fail items appear on the reverse side of this checklist.

## **UTILITIES:**

- All utilities must be on at all times.
- The landlord must provide and maintain garbage service within the City of Portland [ORS 90.320 (g)].

## **ELECTRICAL OUTLETS:**

- Living room/bedrooms: Must have two outlets or one outlet and one light fixture.
- Kitchen: Must have one outlet and one light fixture.
- Bathroom: No outlets required but must have one permanent light fixture.
- All outlet covers and switch plates must be in place and not cracked or broken.

## **PLUMBING:**

- All bathtubs, showers, and sinks must have hot and cold running water.
- No drips or leaks in faucets or drains. Water must drain freely.
- The unit must have a working toilet.
- There must be a separate sink for both the kitchen and bathroom.
- P-traps are the only acceptable drain traps.

## **APPLIANCES:**

- The stove and refrigerator may be supplied by either the landlord or tenant. They must be in-place and in clean, safe, and working condition.
- The stove must have all burners working and oven elements working; all stove knobs must be in-place.
- The refrigerator must be adequate size for the family, must work, and must keep food cold.
- The water heater must be equipped with temperature pressure or relief valves and discharge lines that should be no more than six (6) inches from the floor. If gas operated, the water heater must be strapped to the wall with a minimum of two (2) metal straps.

## **VENTILATION:**

- Bathrooms must have one window that opens or a working ventilation system.
- Bedroom windows are required and if designed to open, must open. (See reverse side for size/dimension requirements.)
- Cracks not exceeding four (4) inches can be repaired with clear silicone. For a larger crack in a window, the window must be replaced.
- The living room requires a window, but it does not have to be openable.
- Windows must have adequate seals and be reasonably weather-tight.

## **SMOKE DETECTORS:**

- There must be one working smoke detector inside each bedroom or sleeping area and in every accessible level of the unit. The smoke detector can be battery operated but must have a 10-year shelf life with a hush button feature.

## **CARBON MONOXIDE ALARM / DETECTORS:**

- All carbon monoxide alarms or detectors must be installed in accordance with the manufacturer's recommended instructions and located in accordance with these rules and applicable building code at the time of construction or alteration of the dwelling.
- One and Two Family Dwellings and Manufactured Dwellings: A properly functioning carbon monoxide alarm must be located within each bedroom or within 15 feet outside of each bedroom door. Bedrooms on separate floors in a structure containing two or more stories require separate carbon monoxide alarms.
- Multi Family Housing: A properly functioning carbon monoxide alarm must be located within each bedroom or within 15 feet outside of each bedroom door. Bedrooms on separate floors in a structure containing two or more stories require separate carbon monoxide alarms. A carbon monoxide alarm must also be installed in any enclosed common area within the building if the common area is connected by a door, ductwork, or ventilation shaft to a room containing a carbon monoxide source.

## **HEAT:**

- All existing heat sources must function and must provide adequate heat to all rooms. No inverted or open flame fuel-burning heater shall be permitted. Portable heating devices may not be used to meet the dwelling heat requirements.

## **LOCKS AND LATCHES:**

- All exterior doors must have working locks securely fastened to the door. They must be single-key deadbolts with an interior latch. All openable windows accessible from outside the assisted unit must have operable locks.

## **IN GENERAL:**

- There should be no peeling paint. (Peeling paint is responsible for the majority of inspection failures!)
- Walls, floors, ceilings, floor coverings should be free of defects and hazards.
- Pest treatment should be completed, if necessary.
- The property outside and inside should be clean and in good repair.
- Review "Stairs, Rails, Porches, Decks" on reverse side.
- There should be no exposed wiring.
- Bathrooms must be made available for private use (a separate room).

**If you have any questions about inspection standards, please call Inspections at (503) 802-8333, and select Option 5.**

# HOUSING QUALITY STANDARDS

These items cause more units to fail the HQS requirements than any other items. For more information, contract the HAP Inspection Team at (503) 802-8333, Option 5.

## EMERGENCY EGRESS WINDOWS

Every sleeping room must have at least one openable window or exterior door for escape or rescue (egress) in case of a fire or other emergency.

- These windows/doors must lead directly outside—not to a covered porch, under a deck, etc.
- Must be able to open these windows/doors from the inside without a key or any separate tool.
- The sill of the egress window can't be higher than 44 inches above the floor.
- When the window is fully open, the opening must be at least 5.7 sq ft in area. (An opening area of 5 sq ft is allowed when the exterior sills of the egress windows are not more than 44 inches above or below ground level. Existing sleeping room windows may be "grandfathered" in with an opening of at least 5 sq ft.
- The width of the egress opening must measure at least 20 inches. The height must measure at least 24 inches.

**NOTE:** A window opening with only minimum width and minimum height does not meet the minimum area requirements.

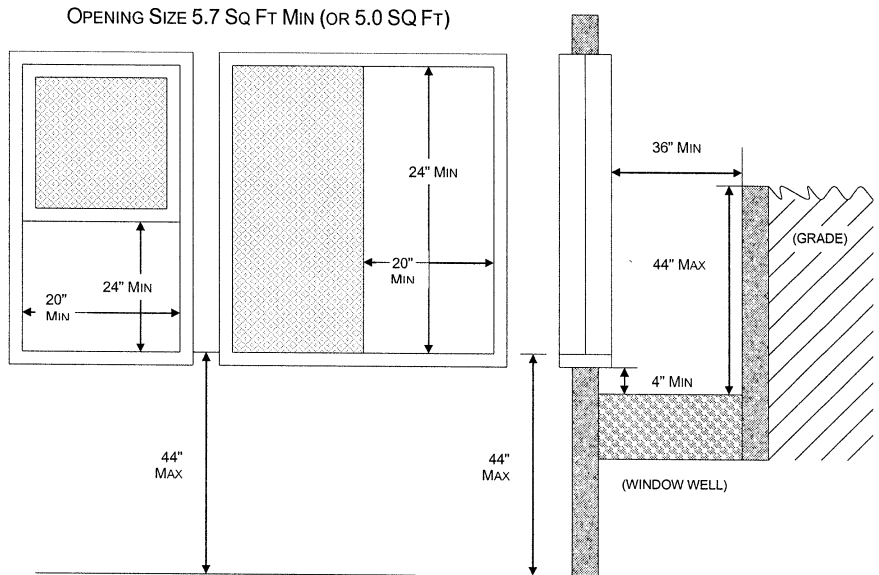
## PRACTICE FIRE SAFETY!

- Plan ahead – have an escape plan and practice it.
- If fire strikes, "Get Out and Stay Out".
- Call 911 from a neighbor's house.

FOR MORE INFORMATION ABOUT FIRE SAFETY,  
CALL THE SMOKE DETECTOR HOTLINE  
(503) 823-3752

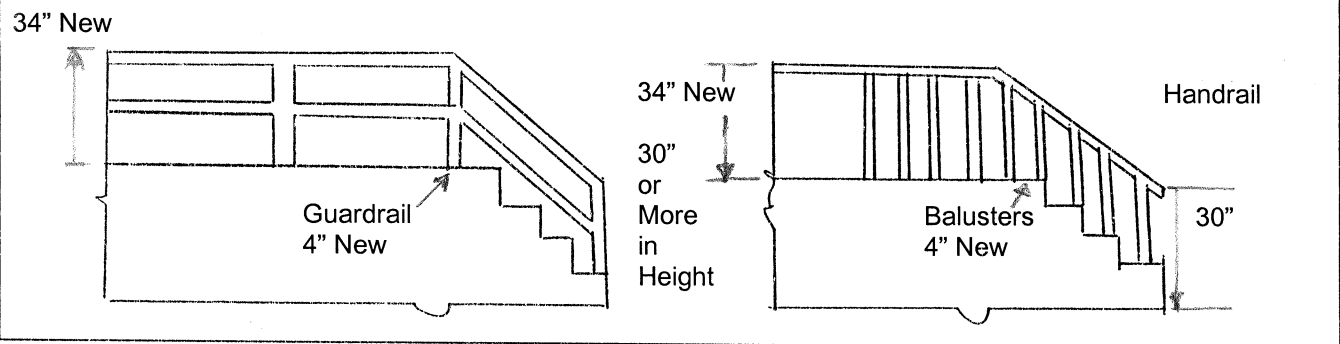
## INSTALLING YOUR SMOKE DETECTOR

- If you rent in Oregon, it's your landlord's responsibility to furnish smoke detectors. But, once you move in, it's your responsibility to make sure they're maintained.
- Place a smoke detector inside each bedroom or sleeping area and on each accessible level of the unit.
- A smoke detector may be mounted on the ceiling or wall. If you mount it on the wall, it should be within 12 inches but not closer than 6 inches from the ceiling.



## STAIRS, RAILS, PORCHES, DECKS

"Unsound or hazardous" means: stairs, porches, balconies, or decks with severe structural defects; or, broken, rotting, or missing steps; or, absence of a handrail when there are extended lengths of steps (i.e., generally four or more consecutive steps); or, absence of or insecure railings around a porch or balcony which is approximately 30 inches or more above the ground. If constructing an entirely new railing, the maximum clearances between rails or balusters is 4" to meet Housing Quality Standards and Title 29 (City code).



## PLUMBING

