

THE CITY OF MEMPHIS  
DIVISION OF HOUSING & COMMUNITY DEVELOPMENT/MEMPHIS HOUSING AUTHORITY



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HOUSING CHOICE VOUCHER PROGRAM (HCVP)

Top Inspection Fail Items

Most fail items cited during MHA inspections require minimal time and money to repair. We strongly encourage you to inspect your property in advance of the HQS inspection and make the necessary repairs. This will allow faster leasing of new units and help avoid the risk of abatements following annual inspection. Owners should pay particular attention to these items when preparing their units for inspection:

**SMOKE DETECTORS**

- There must be at least one working smoke detector for each living level. For example, a two-story unit must have two operable smoke detectors, one on each level.

**WINDOWS**

- Repair missing and boarded up windows.
- Replace broken or cracked windows.
- Seal loose trim.
- Ensure windows have adequate weather-stripping.

**ELECTRIC SERVICE**

- All utilities must be turned on at time of inspection.
- Fixtures that are present must work properly.
- All outlets and switches must be covered.

**FLOORS, WALLS, CEILINGS**

- Replace cracked, broken, torn or missing tiles/linoleum.
- Tack down end strips and thresholds on carpet/linoleum.
- Replace torn, damaged or severely worn carpeting.
- Repair any holes or bulging plaster.
- Properly repair any peeling, cracking or chipping paint.
- Repair any cracked plaster or holes.
- Repair water damage and sources of leakage.

**DOORS**

- Replace missing or inoperable doors, handles and locks.

**HANDRAILS**

- Provide handrails for flights of four or more stairs. Replace broken or cracked handrails or ballasters.

**SINKS**

- Repair leaking faucets and clogged drains.

**STOVES**

- Oven doors and burners must operate properly.
- The owner must provide a manual gas cut-off valve for gas stoves.

**GARBAGE/DEBRIS**

- The unit and yard area must be free of all garbage and trash.

**WATER HEATER, HEATING**

- Remove all chemicals, cloth and papers stacked within 3 feet of the water heater.
- Water heaters must have safety features including a pressure relief valve, and extension pipe that extends to within 6" of the floor.
- Furnace must be properly vented.
- A manual shut off valve is required on all fuel burning equipment.

MHA conducts annual inspection of all assisted property. It is highly recommended that property owners adopt their own inspection routine which includes more frequent visits to the property. Your inspection policy should be communicated to the tenant.

As a reminder, MHA does not conduct tenant suitability reviews. It is the responsibility of the property owner to screen prospective tenants. All screening should be conducted in a manner that complies with fair housing guidelines. MHA can release the name and telephone number of the previous landlord, if known, upon request. For information on fair housing guidelines, call 432-HOME.

To download complete Housing Quality Standard (HQS) Inspection Form, follow the link below

<http://www.hud.gov/offices/adm/hudclips/forms/files/52580.pdf>