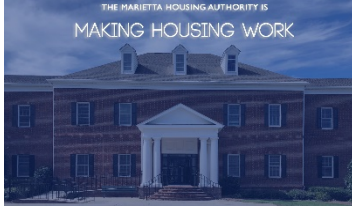


MHA HOUSING PRE-INSPECTION CHECKLIST



The Marietta Housing Authority (MHA) is required to ensure that all housing units occupied by Housing Choice Voucher (HCV) participants meet certain health and safety standards.

These "Housing Quality Standards" (HQS) are set by the U.S. Department of Housing & Urban Development (HUD).

Before MHA enters into a housing assistance contract and issues rental assistance payments, units must pass an HQS inspection.

Rental units are inspected once every 18 months, with the exception of units with tenants receiving rental assistance through Project-Based Housing Vouchers, or participants in the Homeownership programs.

NOTE:

The owner may not access any portion of the assisted unit for their personal use.

Exterior Items: Must Be in Good Condition

Note: Please make sure street numbers are present and visible from the street in a contrasting color to the unit color.

Parking areas must be maintained in good condition and free of unsafe vehicles.

Yards must be maintained in good condition. Weeds may not exceed 12 inches in height.

A **handrail** is required on stairways of four or more risers, and on unprotected heights over 30 inches (e.g., porches, balconies).

Trash disposal must be available.

Fences must be maintained in good condition (no missing parts, no exposed nails, no deteriorated paint).

Exterior surfaces must not have excessive chipping, cracked, chalking, or peeling paint.

Hot water heaters must have a pressure relief valve with a discharge line of galvanized steel or hard copper of the same diameter as the valve

opening and directed downward 6–24 inches from the ground. If the hot water heater is inside, it should be vented to the outside or down 6–24 inches from an approved drainage outlet and must have safety dividers or shields.

Roof must be in good condition and show no signs of leaking.

No graffiti allowed on the exterior of house/rental complex, sidewalks, or fences.

Interior Items: Must Be in Good Condition

KITCHEN CHECKLIST:

SINK:

Turn on faucet and check for:

Hot/cold running water

No leaks in pipes or faucet

Proper gas trap (p-trap or j-bend)

Faucet turns off completely

No hole in wall under sink

STOVE:

All burners operate



MHA HOUSING PRE-INSPECTION CHECKLIST

- All knobs present and settings visible
- Oven works and lights automatically (gas)
- Door gasket present and in good condition
- Clean inside and out (no grease around stove)

REFRIGERATOR:

Open refrigerator and freezer and check:

- Clean and working
- Door gaskets in good condition
- If freezer is inside refrigerator, door should latch closed

KITCHEN - OTHER CHECKLIST:

- Properly functioning overhead light fixture
- All appliances and fixtures function properly: disposal, range vent hood, dishwasher, etc.
- Kitchen cabinet doors properly secured; drawers slide freely
- Clean floors, sinks, countertops and cabinets
- Tile floors and countertops in good condition

LIVING ROOM CHECKLIST:

- Front door lock functions properly.
- All windows have a permanently attached working lock (if accessible from outside), must be present.

BATHROOM CHECKLIST:

- Clean bathtub, toilet, tile, walls, floor, vanity, mirrors, medicine cabinet, and sink.
- No rust, mildew, or mold.
- Adequate ventilation, properly operating fan or window that opens.
- Permanently attached, working lock on window (if accessible from outside).
- Toilet flushes properly.
- No drain blockage, leaks, and is stable.
- Hot/cold running water in bathtub and sink.
- No leaks in pipes or faucet; proper gas trap (p-trap or j-bend).
- Properly installed towel bars, toilet paper holders and soap dishes. (Absence

of these items is not a fail item, but it will be noted on the inspection report.)

- Properly functioning light fixture.

BEDROOM CHECKLIST:

- At least one window must open in each bedroom; all windows have a permanently attached working lock (if accessible from outside).
- Windows must not be painted shut.
- If installed, at least one set of iron bars must have fluid motion, quick release capability in each bedroom.

GENERAL INTERIOR ITEMS CHECKLIST: Doors to Outside:

- Properly working locks required.
- One exit door must be accessible to outside without use of a key.
- Single cylinder deadbolt locks recommended.

Interior Doors:

- No simple bolt, double-cylinder dead bolt, barrel, or hasp locks on outside of doors, preventing exit from a room.



MHA HOUSING PRE-INSPECTION CHECKLIST

Ceilings/Walls:

No large cracks, holes, deteriorated paint, leaks, air infiltration, or serious structural defects.

Floors: Sanitary and decent with no large cracks, holes, torn carpet, buckling, or severely chipped tile.

Check for possible tripping hazards.

Windows:

No missing or broken panes, large cracks, or leaks.

Must be able to close or stay open.

Windows accessible from outside must have permanently attached working locks.

Weather stripping:

On windows and doors if gaps allow drafts.

Screens:

Screens must fit properly with no holes or tears.

Permanent heating system:

Must be present, working, properly vented, and of sufficient size for the unit

Infestation:

No signs of mice, roaches, or other vermin

Working smoke detector:

One smoke detector is required for **each floor** of the unit and installed per NFPA 72 Standards

Appliances/fixtures:

All must be working

Electrical switches and outlets:

No cracked covers, missing plates, exposed fuse box connections, or wires in unsafe places

Closet doors:

Not required, but if present, must be on track and working properly

Outlets:

Must be in proper operating condition. If the unit has three-pronged outlets, they must be grounded or have properly functioning ground fault circuit interrupter (GFCI)

Marietta Housing Authority Inspections

Inspections Coordinator

Amanda McCarthy

770-419-5116

Inspectors:

Scott Sungail

Dennis Pocius

Michael White

Elijah Chalfant

MHA LANDLORD PORTAL

All landlords have access to the MHA Landlord Portal. The landlord portal gives up to date inspection, housing payment, and housing announcements.

WE LOOK FORWARD
TO WORKING WITH
YOU!

