

PREPARING FOR SECTION 8 HOUSING QUALITY STANDARD (HQS) INSPECTIONS

The following information is intended to assist the landlord to prepare an apartment for the HQS inspection. It is not intended to cover, in detail, each item/area to be inspected but to provide more general guidance. Additionally, the apartment must satisfy all local building code requirements and the State of New Jersey, including the need for the landlord to obtain a "Tenant Registration" from the town.

1. Must be in move-in condition; no work in progress.
2. Must be vacant, unless occupant is going to be the subsidized client.
3. Landlord must not be related to subsidized client, as defined by HUD regulations.
4. If subsidized client is responsible to pay for utilities (gas, electricity, oil, water, etc.)
said client must have complete control over those utilities and billing statement must be in their name. Those utilities may not be used by the landlord for purposes which are not entirely to the benefit of the subsidized client.
5. All utilities must be in service.
6. All repairs, cleaning, etc. must be completed.
7. All walls, ceilings, floors, etc. must be in good repair and free of holes, damage, peeling or flaking paint, and/or unsuitable materials.
8. All floors in habitable spaces, including closets, bathrooms, etc. must be covered with an acceptable floor covering in good condition such as carpet, vinyl, linoleum, wood, parquet, solid hard wood, etc.
9. Each bedroom and living room must have at least one operable window of appropriate size. The use of storm windows as the sole window of any habitable room is not acceptable.
10. All windows must be in good repair. Window screens must be in good condition, if the unit is without central air conditioning.
11. Window in the bathroom must properly open and close. If no window is present, a properly sized exhaust vent system is required. All bathroom fixtures must be in good repair.
12. All kitchen cabinets, drawers and countertops must be in good repair. The use of paint to repair a damaged countertop is unacceptable. Kitchen must have adequate storage cabinets and provide adequate counter space for food

preparation.

13. All interior doors must be properly hung. Doors and frames must be in good repair. All locks must properly work and must not present an entrapment hazard. Safety door chains must be provided on exterior doors of multi-family units.
14. All plumbing fixtures must be in good repair. "S" traps are not permitted on waste lines.
15. All appliances must be in good working condition. On/off markings on the knobs of ovens and stoves must be visible, refrigerator gaskets must provide a proper seal, etc.
16. All electrical switches and outlet cover plates must be in place. Exposed or bare wires are not permitted.
17. Each living room or bedroom must be provided with at least two electrical receptacles. Permanent ceiling or wall mounted light fixture may count as one outlet.
18. All water heaters and boilers must be clearly marked and installed to comply with applicable codes.
19. All bedrooms and other living areas must be provided with a permanent heat source. The subsidized client must be able to control the heat in the apartment. Space heating radiators and associated piping must be protected.
20. Smoke detectors in good operational condition, must be installed in close proximity to each area to be used for sleeping, and in accordance with local ordinance. One carbon monoxide detector should be present.
21. Exterior doors must provide adequate security and be reasonably weather tight.
22. Roof must be sound, gutters/leaders intact, foundation free of cracks and must not allow the infiltration of moisture or rodents. The exterior surfaces must be in good repair.
23. Porches, balconies, patios, decks, and handrails, which are 30" or more above finished grade, must have 36" high guardrails with spaces no wider than 4". Window guards should be installed if applicable under New Jersey State Law.
24. Exterior steps with more than four risers require handrails.
25. The apartment must be clearly identified, such as with street number and/or apartment number, etc. A functional doorbell must be present.
26. The subsidized client must have a secure place for the delivery and receipt of mail.

27. Existing emergency exits must be maintained, properly marked and illuminated.
28. Minimum dimension on bedroom shall not be less than 70 square feet (7' by 10'). Minimum ceiling height on main floor is 7'0". Minimum ceiling height in upper floors is 6'8". The exception is for upper floors that have sloped ceilings where the requirement is that 6'8" or higher ceilings that slope down to 5'0" can be used as the minimum ceiling height. Each bedroom must provide for adequate privacy. No railroad style bedrooms will be accepted.
29. Agency must have access to basement for initial inspection.

Please note:

1. The word "apartment" as used herein shall be interpreted to mean the interior areas assigned to the subsidized client and all other areas of the property to which access is permitted.
2. Landlord is responsible for cold water and sewer charges.
3. The Landlord will be required to submit a Certificate of Occupancy, State of New Jersey Multifamily Registration, and/or Tenant Registration as required.