



AH's Enhanced Inspection Standards Checklist

Is Your Unit Ready to Pass Inspection?

Housing Choice Voucher Program

All housing units participating in Atlanta Housing Authority's (AHA) Housing Choice Voucher Program (HCVP) must meet AHA's Enhanced Inspection Standards on an ongoing basis as detailed in this checklist. AHA established these standards in order to ensure that units participating in the HCVP provide quality living environments for HCVP participants in healthy mixed-income communities where families can thrive. In evaluating a unit for suitability, AHA will evaluate the condition of the unit itself as well as the condition of the surrounding vicinity. Our goal is to ensure that every Housing Choice family enjoys full access to educational and employment opportunities in a healthy community that promotes good citizenship and cooperative living. Please note that the following AHA Enhanced Inspection Standards Checklist is only a **general checklist of requirements**. All City, county, and State codes must be followed. AHA will cite, require correction and act upon observable conditions of mold, and AHA may reject units with lead, asbestos or handicapped accessibility issues.

Upon your confirmation that the subject property fully meets 100% of the standards listed in the checklist below, you may submit the Request for Tenancy Approval (RTA) form to AHA for processing.

General

- ☐ For multifamily properties, AHA assistance at this multifamily property is less than 50% of the total occupied units. The property meets all City, County and State building code requirements.
- ☐ All properties are required to meet the permitting requirements of the local jurisdiction.
- ☐ All properties built prior to 1978 must be free of lead based paint hazards. Refer to <http://www.hud.gov/offices/lead/enforcement/lshr.cfm> for more details.
- ☐ Unit is free of mold and mildew.

Site/Vicinity

- ☐ The property meets AHA's Site/Vicinity requirements. The Site/Vicinity is generally defined as the geographical area which poses the greatest impact to the living conditions at or surrounding the subject property. Normally, the five (5) properties located in each direction (left, right, front, and back) surrounding the subject unit will be considered. AHA has sole discretion when defining Site/Vicinity.
- ☐ When evaluating the Site/Vicinity, AHA will use the following point system as a general guideline. Six (6) or more points constitutes a failed inspection.
 - Each vacant unit that is properly secured but unkept (grounds are poorly maintained) equals 1 point.
 - Each occupied unit or vacant lot that is unkept (grounds are poorly maintained) equals 1 point.
 - Each open/vacant unit equals 2 points.
 - Each dilapidated unit equals 3 points.
 - Each fire damaged unit equals 3 points.
- ☐ Any open/vacant, dilapidated, or fire damaged unit **adjacent** to the subject property under consideration constitutes a failed inspection.
- ☐ Conditions which would place the participant in an isolated living environment constitutes a failed inspection.
- ☐ Illegal repair shops (including shade tree mechanics), excessive noise/vibrations, furniture, trash, or debris dumping constitutes a failed inspection.
- ☐ Signs of suspicious illegal activity and graffiti constitutes a failed inspection.

Curbside

- ☐ House numbers must be visible from the street and mailbox must be in good repair.
- ☐ Lawn and storage areas are free of garbage and debris.
- ☐ Adequate facilities for the disposal of garbage and food waste must be present, provided by the owner, and meet the requirements of the local agency designated for pickup/removal (for single family homes, a City of Atlanta "herbie curbie" (trashcan) must be present).
- ☐ Adequate ground covering, preferably grass, must be present. The yard of the subject property should be neat and well maintained; trees and shrubs should not touch the exterior of the unit.
- ☐ Problems with water ponding or severe erosion must not be present.
- ☐ Fencing and retaining walls, if present, are in good repair and free of graffiti.

Building Exterior

- ☐ Sidewalks, roadways, and parking areas must be free from hazards and in good repair (differentials in walking surfaces that are greater than 3/4" are considered as trip hazards and are unacceptable).
- ☐ Roof, gutter, fascia, exterior cladding and foundation walls are all structurally sound, weather tight and in good repair. The unit may not have cracks, holes, or openings that are accessible to insects or rodents.
- ☐ Unit is free of chipping/peeling paint and graffiti.
- ☐ All windows that were designed to open/close must function properly, are weather tight and lockable, do not have broken or missing panes, and are in good repair. Missing or broken glass panes may not be replaced with Plexiglass.
- ☐ Thirty-six inch (36") guardrails are installed on porches, balconies, decks, etc., that are more than 30 inches above grade (floor or ground). Guardrails must have pickets that are spaced no more than 4" apart.
- ☐ Stairs with four or more steps have a continuous handrail on at least one side.
- ☐ Proper locks are required on all exterior doors.
- ☐ No double cylinder locks on exterior doors, interior doors, windows or security bars.

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- If the building has gutters, they are in good repair.

Systems

- All utilities (water, gas, electricity) are on and operating at time of inspection (permanent power must be on at the unit).
- Water heater is properly installed, operational, equipped with the correct temperature-pressure relief valve, and a discharge pipe is installed that is routed to the exterior of the structure or to a floor drain.
- Plumbing is properly installed (no S-traps), leak-free and vented in accordance with building codes.
- Air conditioning system is adequate, properly installed and operational. Heating system is adequate, properly installed and operational.
- Ventless gas appliances that are not the primary source of heat for the unit are allowed as long as they are not installed in a sleeping room. A gas certification must be provided by the owner.
- Primary heating cannot be provided by free-standing gas floor heaters or electric space heaters.
- Buildings have properly marked fire exits that meet building codes (multi-family).
- Unit is free of electrical hazards (i.e. exposed wires, open junction boxes, missing breakers, missing covers for service disconnects).
- All burners or elements on stoves or ranges are in proper working order.
- Proof that all gas appliances have been inspected by a licensed technician within the last (12) months (Gas Certification) may be requested at the Inspector's discretion.
- Fireplaces must either be in safe operating condition or sealed to prevent usage.

Dwelling Unit

- Entire dwelling unit, including attics, crawlspaces and out buildings, must be readily accessible at time of the inspection (NOTE: Please provide ladder, if necessary).
- Attics and crawlspaces must be free of hazards.
- All attics are required to be adequately insulated. A minimum of 8 inches of blown or batt insulation is required.
- Walls and ceilings are clean, painted, and free from holes. Peeling, chipping or loose paint is not allowed.
- Floors must be structurally sound and in good repair.
- Unit is free of any trash or debris.
- All appliances (e.g., stove, refrigerator) are clean and operable.
- Each bedroom has a minimum ceiling height of seven (7) feet and must be at least eight by ten (8X10) feet.
- Each bedroom has at least four (4) square feet of closet space with rod. A permanently installed free-standing closet that does not impede the eighty (80) square feet of floor space is acceptable.
- Each bedroom must have a secondary means of exiting the unit, i.e., a window with a clear opening of at least 5.7 square feet (approximately 2 feet by 3 feet) and a maximum of 44 inches from the floor.
- If security bars are present, they must not block required means of egress, i.e. must be operable from the interior of the room without the use of tools or a key.
- Any room which can be entered directly from a garage, i.e. through a door/window, shall not be considered a bedroom.
- Any room with a gas appliance (heater, water heater, dryer, etc.) or an unvented gas heater in the room or a closet shall not be considered a bedroom.
- Each bedroom must have a door for privacy.
- An operating smoke alarm is required immediately outside of all bedrooms (a single smoke detector may protect multiple bedrooms). In addition, a smoke detector is required on every level of the home.
- For homes with gas appliances, an operating carbon monoxide detector is required immediately outside of all bedrooms (a single carbon monoxide detector may protect multiple bedrooms). In addition, for homes with gas appliances, a carbon monoxide detector is required on every level of the home.
- Stairs with four or more steps have handrails in accordance with building codes.
- If the unit has two or more bedrooms, the floor plan must permit access to a bathroom and common rooms without passage through a bedroom.
- Electrical outlets, switches, and fixtures must be operable, safe, and meet building codes.
- Electrical outlets in "wet areas" (i.e. kitchen, bath, garage and exterior) require GFCI protection.
- Doors are installed where required throughout the unit (bathroom and bedroom).
- The hardware for doors must be present and in good repair.
- Bathroom doors have functioning locks.
- Toilets flush, drain properly, and are secure to the floor.
- All sinks, tubs, and showers must have hot and cold water, drain properly, and be leak free.
- Kitchen has at least one (1) charged fire extinguisher.
- Carpet is clean and free of stains and in good condition.
- Windows and doors are operable and are not blocked. They may not be nailed shut or in any other condition that would prevent egress.
- No propane, natural gas, methane gas, or sewer odor is detectable.
- No evidence of insects or vermin may be present.

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