



107 E. Johnston Street - P.O. Box 1515 - Smithfield NC 27577 - 919-989-5070

Checklist for Initial Inspections for HAPP Vouchers

- All property addresses must be clearly marked from the road, and on the unit itself.
- Exterior door frames must be intact and in good working condition, be able to lock securely, free of rot, and secured without large gaps, light around the frame etc. Transitions at the base of the frame must be secure, level, and free of rot or movement. All deadbolts must have a thumb latch.
- All windows must function properly, lock and have a minimum of 1 screen per room (it is preferred all windows have a screen but 1 per room will be accepted). Framing must be in good condition without rot. No broken glass, or missing glazing in windows and doors.
- All outlets and light switches both interior and exterior must work properly. Cover plates cannot be cracked, broken or missing. Outlets cannot be obstructed or painted over.
- GFI outlets must be installed in all water areas (bathroom and kitchen).
- All light fixtures both interior and exterior must be working and have a safety cover (globe).
- All burners must work properly on stove including oven and broiler. All knobs and handles must be intact and not broken or missing.
- Range hood fan must be working and have a safety cover or filter.
- Refrigerator must cool/freeze as intended. Handles and shelves to be in good working order. Seals/gaskets should be intact and not missing, torn, or cracked.
- Cabinets and drawers in kitchens and bathrooms should all operate properly – no missing doors or drawers.
- Kitchen and bathroom faucets and shower/tubs should work as intended and have both hot and cold water and be free from leaks and clogs. Sprayers, shower heads and diverters should all be in good working order. Sinks and tubs should have a working drain plug or a rubber stopper. No missing faucet knobs/handles.
- Commodes must flush and refill properly and be free of leaks around base and tank. No missing/broken handles.
- Bathrooms either need a working window with a screen or a properly installed and

operating vent fan

- Proper flooring must be installed in each room (no bare plywood). In order to not be a tripping hazard flooring should be in good condition and not be too frayed, torn, warped or buckled up. Missing or severely damaged transitions should also be fixed.
- All bedrooms and bathrooms must have a door, and they must be able to lock.
- All doors to include closet and bifold doors must work as intended and have proper hardware that is also in good working order.
- Ceilings must be in good condition with no leaks, stains, falling debris, holes or missing tiles.
- At least ONE working smoking detector per floor must be installed. Two or more per floor are preferred in case one fails there is a backup. Newer construction requires at least one in the main living area then one per bedroom.
- If home has any type of fossil fuel heat - stove, furnace, water heater, fireplace etc then at least one.
- Carbon Monoxide Detector is to be installed per floor. If there is no fossil fuel then just one CO detector is required per property. As with the smoke detectors two or more are preferred for safety. Dual CO/Smoke detectors are acceptable.
- All panel boxes must have a proper door and safety cover. No missing/open holes. No broken or burned out breakers. No tape.
- All stairs both interior and exterior with more than 3 steps must have a handrail. Handrails should be securely fastened and not loose, broken or wobbly. No missing balusters/spindles. Steps should be in good stable working condition. No visible rot or deterioration.
- Porches and decks at least 30 inches and higher must have proper railing which is firmly secured and not be missing balusters/spindles. No missing, rotten or splintered wood on deck, porches, steps or railings.
- No significant peeling/chipping paint, especially in homes built prior to 1979 if tenant has children six years old and younger. In homes built in 1979 and after peeling/chipping paint both interior and exterior should be minimal. Only minimal siding rot and deterioration is acceptable.
- Excessive dirt, mold and mildew on exterior of unit should be cleaned off or pressure washed when needed or every two to three years as part of your preventative maintenance plan.
- No areas of rotten or bare untreated wood on the exterior of the home to include siding, window frames, and door frames. Any loose and hanging wood or siding should be reattached properly.

Roof should be in good condition and free of leaks and rot. Gutters should be clean and in good condition.

- Foundation should be in good stable condition and not crumbling, severely cracked, missing vents, or left open to the elements and vermin. Manufactured homes should have under pinning in good working condition and properly installed.
- Storm doors are not required but if they are installed they must be in proper working condition with a working handle, catch and closer. No missing screens or broken glass.
- Sidewalks and driveways should be in good working order. No trip hazards or large holes.
- No trash, debris, or excessive storage of items around or inside the unit to include on porches and decks.
- Lawns must be properly cut and maintained and free of hazardous debris. No untagged or junk vehicles.
- No visible infestation of any type to include roaches, mice, rats, bed bugs, termites, fire ants, etc.
- Bushes, vines, tree limbs and other vegetation should be cut away from the structure by at least 18 inches. No vines growing on the siding, porches, etc.
- Must have adequate working heat and air conditioning throughout the entire interior space. NO unvented space heaters are allowed. Electric portable heaters should not be used as a primary heat source and should only be used with extreme caution as a supplemental/temporary heat source.
- Hot water heaters must have proper installation of wiring and plumbing. The pipe on the pressure relief valve must run down to within 4 inches or less from the floor, or be plumbed to the outside to avoid scalding.
- Obviously no property is able to be kept 100% bug free. However, it's important to take steps to keep pests to a minimum through a preventative approach both inside and outside the home. Your tenant should be your partner in accomplishing these goals.

****This list is not all inclusive but is a good working guideline for Landlords to follow not only in preparing for your initial HAPP Inspection but also to be used in educating your Tenants on what to expect during their Annual Re-inspections each year.**

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