

HOUSING QUALITY STANDARD (HQS) GUIDELINE:

Following federal HQS regulations the following guidelines will be enforced in performing initial and annual inspections

Initial Inspections

Upon receiving a Request for Tenancy Approval (RFTA) an initial HQS inspection will be coordinated and scheduled with the unit owner. The owner is advised to have utilities connected in the unit (power, water) and will be reminded upon scheduling. If the unit fails HQS inspection (see list of most common HQS inspected items on page two) there will be no re-inspection at this point. The following procedure will apply:

Section 8 operations staff will contact the tenant and advise them that the unit has failed its inspection. They will be mailed a new RFTA package. **If they choose to wait until the owner fix the unit, it is their choice but they must still submit a new RFTA to start the entire process again.**

Annual Inspections

An annual HQS inspection will be scheduled prior to the expiration of the HAP contract and to the anniversary date for the re-examination of the participant in the Section 8 program. A letter to the owner and tenant will advise the day that such mandatory inspection is scheduled for. Owners or tenants may ask to re-schedule the inspection for legitimate reasons with at least 48 hours in advance to scheduled date.

No Access Inspection Procedure:

If in the first annual inspection there is No Access (**Inspection Results: No Access**) to the unit, the owner/tenant will receive an inspection reschedule within 15 days

If in second Annual Inspection there is No Access" (**Inspection Results: Final Fail**) It will abate unit payment and send appropriate notices to owner and tenant. Send a letter to recommend tenant termination

Inspection and Re-inspection

If the unit is inspected and violations are found (**Inspection Results: Fail** Owner and Tenant will be notified with a list of violations and given 30 days to fix violations. A re-inspection or Compliance Inspection will be scheduled within 30 days.

If same violations or new violations are found (**Inspection Results: Final Fail**) will abate unit payment, send appropriate notices to owner and tenant, with a list of the violations and responsibility.

If there are tenant caused violations a letter will be sent to Recommend Tenant Termination from the Section 8 program. If violations are the owner's responsibility, Section 8 will provide Tenant with a change of dwelling package (COD) to seek a new unit for rent. **There will be no re-inspection after a final fail.**

For questions or additional information please contact Private Rental Housing's Customer Service Center at 5200 NW 22nd Avenue, Miami or call 305-638-6277.

MOST COMMON HOUSING QUALITY STANDARDS INSPECTION ITEMS

Interior

1. Defective, missing or non-working smoke detectors (missing battery)
2. Double cylinder deadbolt locks are not permitted.
3. Window bars must be equipped with breakaway openings in sleeping areas (no key or tools needed to open them). Minimum size 20" x 41"
4. Light fixtures must be covered (globes) and no exposed wiring of any kind.
5. Electrical panels, light switches and outlets need cover plates, no open spacers on breaker box.
6. Space heater is required, it could be a reverse cycle air-conditioner or a permanently mounted space heater (portable heaters are not allowed).
7. All windows and sliding doors need to operate properly and be screened.
8. All utilities must be on to complete inspection.
9. Bathrooms need ventilation; it could be a window to the exterior, or a ventilator fan.
10. All appliances should be in good working order with out any deterioration (rust)
11. Cloth dryers must have required 4" aluminum rigid, semi-rigid, or metallic flex duct, that is non-constricted and properly vented to the exterior.
12. All plumbing should be in good working order, without leaks. Hot and cold water is required.
13. Water heaters relief lines must be $\frac{3}{4}$ inches
14. All gas appliances must be vented to the exterior
15. Bedrooms:
To qualify as a bedroom it needs to meet all the following criteria
 - A. Minimum size 8' x 10', 80 sq ft, no measurement less than 8 ft wide.
 - B. Privacy door, and should not be used to gain access to other bedrooms.
 - C. Window leading to the exterior, minimum size of 10% of the square footage of the room
 - D. Cloth closet (portable closets allowed)
 - E. Must have two working electrical outlets or one working permanently installed light fixture and one working outlet

Exterior

1. Zoning issues- electrical and water meters assigned to the dwelling must meet applicable zoning requirements, no multifamily use of a single family dwelling.
2. No junk, junked vehicles, appliances, trash and debris on surrounding areas, no overgrown vegetation.
3. No scaling or peeling paint, all surfaces must be sealed.
4. No leaks or water seepage from roof, walls or windows.
5. No deteriorated roof overhangs (rotten wood, scaling paint, open soffits or deteriorated vent screens and crawl spaces.
6. Property address numbers should be seen clearly.

THIS IS ONLY A GUIDELINE. INSPECTIONS MAY INCLUDE OTHER ITEMS AND RECOMMENDATIONS