



Compliance Inspection Guide for NCHFA Financed Rental Housing

Foreword

The North Carolina Housing Finance Agency provides financing for more than 2,000 affordable apartments across the state each year.

Apartment communities are a major long-term capital investment and we need to ensure that they are being managed thoughtfully and professionally. We, as partners, need to ensure that these communities remain in safe, decent, sanitary condition and in good repair. This can best be done through our inspection process, but only with your help.

The Inspection Guide was created as a tool to help better prepare you for our inspection visits.

If we work together and do our jobs properly, these communities will be a long-term asset that so many people, from all walks of life, can call “home.”

I appreciate your interest and dedication in managing affordable housing.

Scott Farmer, Executive Director



Why We Perform Physical Inspections

The North Carolina Housing Finance Agency (NCHFA) performs physical inspections of properties we award tax credits to or fund. We want to ensure the properties are in a safe, decent, sanitary condition and in good repair. NCHFA has selected the Uniform Physical Condition Standards (UPCS) established by the U.S. Department of Housing and Urban Development (HUD) as the standard used to inspect properties. The UPCS standard is currently used to assess the condition of properties for which HUD has an interest or obligation. The UPCS protocol used by HUD includes a scoring component; however, NCHFA is not utilizing the scoring component. HUD has created a comprehensive list of inspectable items. Each inspectable item has a definition under the UPCS standard that includes a rating or level of severity of the violation. There are roughly 520 such definitions. The HUD dictionary is available on the HUD website.

NCHFA utilizes various financing sources such as HOME, the North Carolina Housing Trust Fund, and Low-Income Tax Housing Credits (LIHTC) to provide funding for affordable housing. All funding sources require us to conduct inspections to ensure the developments are in good repair. The source of funding determines the frequency of the inspection. NCHFA properties with our Rental Production Program loans and those awarded state tax credits are inspected annually.

Section 42 requires us to inspect developments receiving tax credits under the LIHTC Program at least once every three years. Therefore, tax credit developments without agency funding or state tax credits will be inspected at least once every three years. Under the LIHTC Program, our directive is to report all violations identified during the inspection under the UPCS standards on Form 8823. The Form 8823 is not submitted to the IRS for other funding sources, such as HOME or the North Carolina Housing Trust Fund.



Getting Ready for the Inspection

NCHFA provides written notification of the physical inspection. Trips are planned in advance to accommodate schedules and allow on-site managers sufficient time to provide the required notification to the residents that their unit may be selected for inspection. Only a sample of the units will be inspected. We are not able to provide management advance notice of which units will be inspected. The purpose of the inspection is to assess and record the physical condition of the property and units, not to evaluate housekeeping or to discuss other resident issues.

The advance notification of the NCHFA inspection also allows management staff to pre-inspect **all** units on the property and perform any necessary repairs.

To facilitate the inspection, please inform the residents of the following items:

- Raise window blinds, open curtains and remove any objects from window sills that could interfere with the opening or closing of the windows.

- Remove or relocate furniture that is blocking or covering any part of an egress window in all bedrooms.
- Clear closets containing the electrical panel so that the electrical box can be opened and inspected.
- The stove top and oven should be free of all pots and pans and other items to facilitate testing.
- Clear sinks of dishes and other items so that the inspector may test the sink for leaks and the presence of hot water. This will also allow the inspector access to test the garbage disposal, if available.
- Provide a clear path through interior doors, thus allowing the doors to open, close and latch as intended.
- Provide clear path to hot water heater to allow inspection for problematic conditions.

Management staff must provide inspection report and certifications (within 12 months) to verify inspection by outside, third-party professionals of existing systems and items for the following:

- Sprinkler systems
- Fire alarm systems
- Boilers for hot water and hot water heat
- Chillers for whole building air conditioning
- Elevators must be posted in the elevator cab
- Rechargeable fire extinguishers throughout property
- Swimming pool

For older properties a Lead Based Paint Disclosure form on units built before 1978 must be available.

Conducting Inspections

The Uniform Physical Condition Standards (UPCS) protocol includes five areas to be inspected, including any health and safety issues that may be identified within each of the areas. The inspectable areas include: Site, Building Exterior, Building Systems, Common Areas and Dwelling Units. Inspectable items within each inspectable area are evaluated for possible deficiencies as well as any health and safety issues. A deficiency is an observable defect of the item. The inspectable items and deficiencies are listed in the HUD UPCS dictionary. The dictionary rates each deficiency as Level 1, Level 2, Level 3 or Health and Safety (the most severe rating).

Inspectors are required to report all deficiencies. Any life-threatening health and safety deficiency must be corrected immediately. The inspector's goal is to objectively assess the physical condition of the property, not to create an exhaustive

list of items needing repair. All “working” items in the apartment are inspected, including all windows, doors, toilets, sinks, tub/showers, cooking appliances, lights, etc. The inspector records the physical condition of the property as it exists at the time of the inspection. With few exceptions, inspectors must report all deficiencies observed, inspect the entire unit, complete inspecting a unit before moving on to another unit, and discuss the items identified during the inspection with management staff at the exit interview. Remember all items must function as intended.

Since residents recognize and are more comfortable with management and maintenance representatives, inspectors are not to inspect units unless accompanied by a property representative. The management representative should enter the apartment first, and accompany the inspector throughout the unit. The inspector also may defer to the management representatives to open any closed doors. If even part of the apartment cannot be inspected due to resident objection or room (s) are locked or inaccessible, the inspector will place the unit in non-compliance and the inspector will select an alternate unit for inspection.

During the inspection, the inspector may identify deficiencies that may be fixed with little effort. Only a few items are allowed to be corrected while the inspector is present and not reported as a deficiency or violation. For example, replacing missing smoke detector batteries is allowed if completed in the presence of the inspector. The report will reflect that batteries were missing and were replaced. In addition, a **resident** is allowed to relocate furniture away from egress windows while in the presence of the inspector. Repairs and replacements, however, should be done prior to the inspection day.

The following items are not inspected during your site visit:

- City/town-owned streets/sidewalks
- Aesthetics
- Timers on lawn sprinklers or lighting
- Outdoor disconnect boxes if locked
- Housekeeping unless escalated to a health and safety issues
- Door openings where the door, hinges and hardware have been removed and wood frames completely painted. A reasonable accommodation should be on file for the unit.

Inspection Comments & Reminders

- At least one window in each bedroom must open and stay open.
- Window locks must work as intended. A stick across the window is an equal substitute as long as the stick fits securely and follows the window track.
- Light bulbs missing from sockets are shock hazards. Leave burned-out bulbs in the socket until replaced.

- An empty fire extinguisher holder (missing extinguisher) is a violation. If the holder was removed, there is no violation. Both fire-stops and extinguisher must function as intended.
- Boxes and clothing around an electric water heater are not a violation, but might be viewed as a housekeeping issue. If the boxes and clothing are in a mechanical closet with a gas furnace or gas water heater, a health and safety deficiency will be recorded.
- Exposed electrical wires must have electrical wire nuts on them and be wrapped in electrical tape. No **bare** wires or connections should be visible. If touching any or all parts of the wiring can cause shock, it is a violation.
- Inspection of low voltage wires or no voltage cables is not required. Low voltage wires include television cable, telephone wires, thermostat wires, doorbell wires and transformers.
- A swing set with missing or broken seats is a violation. The swings must be operational or “removed from service,” which means all swings must be dismantled and the swing set must not be usable at all. Amenities taken offline must be approved by the Agency.
- All auxiliary emergency lights that operate without power must work as intended.
- The call-for-aid pull cord should reach the top of the baseboard or floor and be fully extended. The pull switches must not be blocked by furniture.
- Painting sidewalk cracks yellow does not fix trip hazard violations.
- Bedroom and bathroom doors must operate as intended. They must open, close and latch, and any locks must work.
- Air conditioners and refrigerators owned by residents are inspected (if available).



When Deficiencies Are Found

The Internal Revenue Code Section 42, and the Department of Housing and Urban Development (HUD) require state agencies such as the North Carolina Housing Finance Agency to assess whether the Low-Income Housing Tax Credit properties are in safe, decent, sanitary condition and in good repair according to either the Uniform Physical Conditions Standards (UPCS) or local inspection standards. NCHFA has selected UPCS as the inspection standard. The state agency is required to provide prompt notice to the owner when the property is not in compliance with the inspection standard, or if the annual certification is inaccurate. HUD has defined deficiencies and inspectable items. The definitions include an assessment or level of severity of deficiency, which are listed in ascending levels of severity (Level 1, Level 2, and Level 3). A fourth category is Health and Safety deficiency. **All levels of deficiencies must be reported.** The North Carolina Housing Finance Agency is required to provide prompt written notice to the owner if the project is not in compliance with the UPCS standards.

During the exit interview, any identified violations or deficiencies are disclosed and discussed with management representatives. The inspectors complete the Physical Inspection Form, Part D Observations and Conclusions, and provide management representatives with a list of all violations identified during the inspection. Within two to three weeks, a Compliance Results Letter is issued that contains the official notification of any non-compliance and lists each type of non-compliance. The report identifies the location of the violation and generally explains what caused the non-compliance and the action necessary to remedy the non-compliance. This letter establishes the beginning of the correction period for any non-compliance issues. Owners are given **30 days** to respond and correct any issue of non-compliance identified during the inspection. When it is not possible to correct the violation within the timeframe, the owner should provide a response that includes a plan and timeline to make the corrections or request an extension. The Agency will consider extending the corrected action period on a case-by-case basis whenever there are extenuating circumstances or severe issues of non-compliance. A written request to extend the corrective action date must be submitted prior to the corrective action deadline.

When NCHFA determines that the violations involve life-threatening problems, a critical notification letter requiring immediate corrective action is given to the management representative. The notice will contain a list of every observed life-threatening violation and fire safety hazard that needs immediate attention before the inspector leaves the project site. To document receipt, the project representative will sign the copy of the Observations and Conclusions form. When critical violations have been found, there is a **48-hour** correction period in which the health and safety noncompliance issues must be repaired, replaced or satisfied.

Owners are responsible for correcting all identified deficiencies, and the owner's response should include documentation that the violations are corrected. Satisfactory documentation includes copies of paid invoices, work orders, photos, and/or an owner certification that the repairs are complete. NCHFA must file Form 8823 with the IRS no later than **45 days** after the end of the correction period.

A review of the owner's response and documentation can result in one of the following determinations: The owner clarified that the property was always in compliance, that the issue of non-compliance was fixed, or that the issue remains out of compliance. Exhibit A of the Compliance Results Letter reflects the agency's determination of the status of the non-compliance issues identified during the inspection.

Exhibit A reflects a date the non-compliance was corrected, or indicates the issue remains outstanding or “No Finding” if the provided documentation clarifies that the property was always in compliance.

Form 8823 is issued to the IRS only on properties that receive a tax credit allocation. Form 8823 will not be issued on non-tax credit properties that have Agency funding. Copies of any Form 8823 issued to the IRS as a result of the inspection are provided to the owner with the final close-out letter.

Non-compliance is reported as either out of compliance or corrected. Outstanding issues of noncompliance will remain uncorrected until documentation is received that sufficiently addresses the non-compliance. It is the responsibility of the owner to submit any additional documentation necessary to correct any noncompliance reported as out of compliance or uncorrected. Failure to provide an owner’s response to the Compliance Results Letter will result in the issuance of Form 8823 with the non-compliance issues reported as outstanding.

The property is back in compliance when noted violations are corrected. Evidence of correction includes items such as a certification from an appropriate licensed professional that the item now complies with the inspection standard or paid invoices noting that the violation has been corrected. In most cases, a written work order with documented completion dates created by property management staff along with photos are sufficient if violations are corrected by property staff. Once the corrective measures have been performed, the work order must be signed and sent to the Agency. If the violation is corrected by non-staff contractors or other professional trades, a copy of any bills pertaining to the cost of materials and labor may be sent to the Agency to satisfy the violation. Alternatively, the Agency may determine that the owner is back in compliance by a visual inspection.



25 Most Frequently Cited Deficiencies

The deficiencies listed below are not ranked in order of severity or occurrence.

Dwelling Unit

- Smoke detectors are not functioning or have been removed or disabled.
- Interior bedroom and bathroom door hardware do not latch as intended.
- Interior walls have holes in them, most commonly from interior door handles.
- Interior ceilings show signs of roof leaks, such as stains.
- Electrical switches and receptacles have broken or missing cover plates.
- GFI receptacles do not TEST or RESET.
- Interior doors have holes or have delaminated.
- Interior doors are missing, especially bi-fold doors that are in the laundry closets.
- Weather-stripping on exterior entry doors no longer function. Daylight can be observed when door is closed.
- Damaged vinyl flooring or stained/loose carpeting.

- Toilets loose at the base.

Building Exteriors

- Penetrations thru exterior walls for telephone wires, television cables or power cables not sealed or caulked.
- Windows are broken or cracked.
- Insulated glass windows have lost their seal and have condensation and/or stains between the glass panels.
- Gutters and downspouts may have missing or broken components and do not function as intended.
- Siding and/or exterior trim has rotted and allows water to penetrate behind exterior surfaces.
- Shingles are missing from roof.

Site

- Stairs with four or more risers do not have handrails.
- Handrails are not secured in the ground or on the building exteriors.
- Ponding of rainwater on-site or storm water drainage system back-up.
- Potholes or other asphalt paving damage.
- Sidewalks with unintentional drop-offs

Health and Safety

- Insect infestation, including roaches, termites, ants, and flies.
- Egress windows in bedrooms are blocked with furniture.
- Sidewalks have cracks that are trip hazards.
- Interior dwelling units have telephone, power or television cable wires lying across the floor that are tripping hazards.
- Mold and/or mildew

The Rule on Egress Windows and Doors

Each living area in an apartment must provide for two independent emergency escape routes to the outside, or “means of egress.”

- For the living room, dining room and kitchen, the emergency means of egress is the front door and another exit, either the rear door, patio door or a window. You cannot use the hallway to the bedrooms as the second means of egress.
- For bedrooms, the bedroom door and a bedroom window must serve as the two means of egress. Only one window needs to comply for each bedroom even if multiple windows are available.

- For high-rise apartments, windows must be operable if they are on the 4th floor or higher.
- If furniture or other items are blocking a means of egress, it is a life-threatening Health and Safety deficiency and must be recorded.
- If a window air conditioning unit is installed in a bedroom with only one operable window, it is recorded as a Health and Safety deficiency.



North Carolina Housing Finance Agency's Property Site Inspection Checklist

- Non-security fences or privacy fences along site perimeter or on property are not damaged and work as intended. Security fences are not damaged or do not have any holes in them that are larger than one square foot.
- The dumpster enclosures are not leaning and are not deteriorated and work as intended.
- The waste containers are large enough to handle the waste demand and are emptied as needed. No overflowing trash is observed.
- Erosion from rain water has not caused any deep ruts in lawns or landscaped areas. Water runoff does not accumulate deeper than 3 to 5 inches and does not negatively affect yards.
- Storm drains are structurally sound, are not blocked by debris, and do not cause backups.
- Vegetation does not touch or cover any gutters, siding, building structures or building components. No damage to structures or components is visible that was caused by vegetation growth. Bushes do not block windows that serve as emergency egress.
- Vegetation has not blocked any accessible travel routes along sidewalks or parking areas.
- All mailboxes designated for resident use can open, close, and lock securely.
- There is no graffiti painted on property buildings or site amenities.
- There is no excessive litter scattered around the site or around dumpster containers.
- Sidewalks do not have cracks or changes in height from adjoining concrete sections deeper or higher than ¼ inches or more. There are no sidewalks without edge protection. There are no trip/fall hazards around buildings or in lawns.
- There are no potholes or loose paving materials that have caused the pavement to fail. There are no cracks greater than 3/4-inch-wide in parking lots, driveways, and roads. There is no ponding of water or ice in parking lots, driveways, and roads.
- The on-site play equipment or sitting benches operate as intended and pose no safety risk. There are no deteriorated play area surfaces such as pavement or concrete slabs.
- Retaining walls show no signs of deterioration and function without risk to life or safety.
- The handrails and posts on steps containing four or more risers are installed and are not damaged or loose.

- There are no tires or car parts being stored on decks, patios or around buildings.
- No site amenities have been taken off-line without Agency approval.
- There are no signs of “pooling” engine oil from leaking vehicles in parking areas.

This list does not include ALL items that may be inspected.

North Carolina Housing Finance Agency's Building Exterior Inspection Checklist

- Exterior doors have properly functioning frames, thresholds, locks and trim. Doors close, latch and lock as intended. Panic hardware, if available, functions as intended. Doors are free from holes, cracking, peeling paint, significant rust and broken glass. Exterior doors have good weather-stripping and no light can pass through when door is closed.
- Storm doors, if available, are working as intended.
- There are no foundation cracks or gaps. There are no exposed concrete footings that are exposed due to erosion.
- Roof vents are not damaged or missing. Roof surfaces or other roof components are not damaged and do not allow water to pass behind them. Roof shingles are intact and not missing tabs. Water does not pond on flat roofs.
- Gutters and downspouts are not damaged or missing parts. They can drain rainwater as intended. Soffits and fascia boards are intact and no rainwater is able to pass behind them.
- Exterior exhaust vents are not blocked by lint, debris or birds' nests. Exhaust vents work as intended.
- Exterior walls are free of gaps, cracks or holes that allow water penetration.
- Siding is free of holes or missing sections and do not have excessive cracking or peeling paint. Sided areas repel rainwater as intended. No visible algae growth on siding.
- Brick walls do not have any missing mortar or bricks.
- Windows are whole and have no broken or cracked glass. Window seals and trim are complete and do not allow rainwater behind them. Windows, if made of wood, do not have any missing or cracked paint. Insulated glass windows have not lost their seals and condensation or discoloration is not present between the glass panes.
- Outdoor electrical panel boxes and disconnect boxes are secure and show no bare wires inside or outside.

- All outdoor receptacles are covered from weather and can properly TEST and RESET.
- Exterior light fixtures are not missing or broken, and light fixtures have globes.
- No indoor furniture is being used or stored outside on patios, decks or porches.
- Wasps, bees or other insects have not nested in areas close to resident living areas or paths of travel.
- Breezeway stairs are whole and without damaged stair treads. Breezeway stair railings are not loose and have no sharp edges that may cause bodily injury. There are no missing rail balusters (pickets) that are missing or damaged.
- Building fire extinguishers are charged and not missing or damaged. Extinguishers have current inspection tag.
- All emergency auxiliary lights work when tested.

This list does not include ALL items that may be inspected.

North Carolina Housing Finance Agency's Building Systems Inspection Checklist

Building Systems generally refer to single components or systems that serve all residents in a congregate building. They do not include fixtures in individual apartment units or common areas. Building Systems may include boilers for heating water for heat and hot water for human consumption throughout the building. It may include air conditioning systems that serve the entire building, or electrical systems that safely provides electrical power throughout the building. It will include all passenger elevators and standby/backup equipment intended to supply illumination or power during utility outage. It also includes the fire protection systems for the buildings.

- There are no leaking water lines coming from water pipes or water heaters.
- The ventilation system on a gas-fired water heater is not misaligned.
- The pressure relief valve drain pipe on the central water heating system is not missing or does not extend to within 18 inches of the floor, or to a thru-wall exit drain or a collection pan.
- The water heater chimney, if gas-fired, shows no sign of flaking, discoloration, crevices, or loose connection.
- There is running water in all areas of the building as intended.

- The building's electrical panel is not blocked.
- There is no carbon residue, melted breakers, or arcing scars in electrical panels.
- There are no nicks or fraying of the insulation that expose any conducting wire.
- There are no open breaker ports in the electrical panel.
- There are no missing electrical panel covers that result in exposed electrical connections.
- The elevator operates as intended and elevator stops flush with each building floor level.
- Auxiliary lighting tests and functions as intended.
- Current records are available for emergency power generators, fire alarms, sprinkler systems, chillers and boilers.
- Roof exhaust fans operate as intended.
- Sprinkler heads are not missing, visibly disabled, painted over, blocked, or capped.
- Building fire extinguishers are charged and not missing or damaged. Extinguishers have current inspection tag.
- Boilers/pumps for steam or water building heating systems function as intended, with no visible signs of leaking.
- There are no leaks in or around sanitary sewer pipes or systems.

This list does not include ALL items that may be inspected.

North Carolina Housing Finance Agency's Common Area Inspection Checklist

Common Areas generally refer to community rooms, food preparation areas, fitness rooms, meeting rooms, examination rooms, craft rooms, libraries, computer rooms, parking garages, halls, stairs, kitchens, laundry rooms, lobbies, offices, other community spaces, pools and related structures, restrooms, storage areas, and trash collection areas. These are areas that residents and visitors may visit or congregate in. Some of the above-mentioned areas may not be available in your property.

- Stove burners and oven elements work as intended.
- Range hood lights and exhaust fans work as intended.

Common Areas Continued

- Refrigerator has good seals, is cooling and freezing adequately, and has no build-up of ice in freezer.
- Garbage disposals function as intended.
- Hot water is available at sinks.
- Sinks are free from leaks. There are no leaks visible under the sink base cabinets or vanities.
- Cabinet and vanity tops, drawers, and doors are intact and without blemishes.
- GFI receptacles TEST and RESET as intended.
- Flooring is complete and functioning as intended. There are no trip hazards. Subfloor is not visibly damaged in any areas.
- Receptacle and light switch cover and fixtures are whole and without cracks.
- Ceilings and walls are clear of holes and mold/mildew.
- Doors open and close (latches) as intended.
- Exhaust fans operate as intended.
- Toilets flush and empty as intended. Toilet seats are usable. Bowls are not cracked and retain water. Hardware is operating as intended. No visible water at base of toilets.
- Faucets work as intended without leaks.
- Windows are not broken and are lockable.
- Dryer vents are not missing, blocked, leaking or determined to be inoperable.
- Stairs do not have any broken, loose or missing steps. Handrails are not missing or loose.
- Interior and exterior light fixtures are intact and working.
- Smoke detectors are functioning as intended.
- Exterior doors operate as intended. Locks and hardware operate as intended. Doors do not have holes, significant cracks, peeling, rust that affects the integrity of the doors, or broken or missing glass. Door seals are not missing or so damaged that they do not function as they should.
- Mailboxes can open, close, and lock as intended.
- Heating and cooling systems are operating as intended.
- Fencing, rails and balusters are not loose, damaged, or missing.

Common Areas Continued

- Trash chute doors and associated hardware work as intended and pose no health or safety risks.
- Common area hallways are at least 36 inches wide.
- Routes to outside common areas are accessible to wheelchairs, including curb cuts and ramps.
- There is no graffiti on building surfaces or amenities.
- Water heaters are not leaking and do not have any exposed wiring that may cause shock hazards.
- Electrical panels are inspectable and do not have any exposed wiring that may cause shock hazards.
- Drinking water fountains do not leak and work as intended.
- Recycling bins and trash containers are not overflowing.
- No site amenities have been taken off-line without Agency approval.

This list does not include ALL items that may be inspected.



North Carolina Housing Finance Agency's Dwelling Unit Inspection Checklist

Kitchen

- Stove burners and oven element work as intended.
- There is no aluminum foil around stove heating elements or under/on oven heating element.
- Range hood light and exhaust fan work as intended.
- Refrigerator has good seals, is cooling and freezing adequately, and has no build-up of ice in freezer.
- Garbage disposal functions as intended.
- Kitchen faucet and sprayer works as intended without leaks.
- Hot water is available as facility requires.
- Sink is free from leaks. There are no leaks visible under the sink base cabinet.
- Cabinet tops, drawers, and doors are intact and without blemishes.
- GFI receptacles TEST and RESET as intended.
- Kitchen flooring is complete and functioning as intended. There are no trip hazards.
- Receptacle and light switch cover and fixtures are whole and without cracks.
- Ceiling and walls are clear of holes and mold/mildew.
- Fire extinguisher or Firestops are fully charged and not expired.

Bathrooms

- Bathroom door opens, closes and latches as intended.
- GFI receptacles TEST and RESET as intended. Exhaust fan operates as intended.
- Toilet flushes and empties as intended. Toilet seat is usable. Bowl is not cracked and retains water. Hardware works as intended. No visible water is at base of toilet. Toilet is secure to floor. No visible mold stains under vinyl flooring around toilet.
- Bathroom faucet and sink works as intended without leaks. Sink drains as intended. There are no leaks visible under sink base.

Bathrooms Continued

- Tub/shower unit faucet and hardware works as intended. There are no leaks from faucet. Tub spout and fixtures are secured to wall and without gaps. Tub/shower does not have cracks or discoloration. Tub/shower retains water and drains as intended.
- Receptacle and light switch cover and fixtures are whole and without cracks.
- Bathroom flooring is complete and functioning as intended. There are no tripping hazards.
- Vanity top, doors and drawers are intact and without blemishes.
- Ceiling and walls are clear of holes and mold/mildew.

Bedroom

- Bedroom door opens, closes and latches as intended.
- Egress windows open and stay open.
- Windows are not broken and are lockable. Window frames and sills are clear of mold/mildew.
- Bedroom flooring is complete and functioning as intended. There are no trip hazards.
- Receptacle and light switch cover and fixtures are whole and without cracks.
- Ceiling and walls are clear of holes and mold/mildew.
- Closet door opens, closes and latches as intended.

Laundry Room

- Dryer vent is not missing, blocked, or determined to be inoperable.
- Receptacle and light switch cover and fixtures are whole and without cracks.
- Water faucets do not leak.
- Ceiling and walls are clear of holes and mold/mildew.
- Flooring is available and functioning as intended.

Apartment Common Areas

- Receptacle and light switch cover and fixtures are whole and without cracks.
- Ceiling and walls are clear of holes and mold/mildew.
- Interior stairs do not have any broken, loose or missing steps. Handrails are not missing or loose.

Apartment Common Areas Continued.....

- Flooring is complete and functioning as intended. There are no trip hazards.
- Windows not broken and must be lockable.
- Permanent light fixtures are intact and working.
- Electrical panel does not have any visible wiring or damage. There are no burnt breakers. Electrical panel has clear access. There are no stains or rust inside the box. Electrical panel does not have a missing cover or port. There are no gaps larger than 1/4 inch.
- Water heater is functioning as intended. Pressure relief valve is piped within 18" maximum off floor. There are no visible water leaks. Covers are secured over the heating elements. If gas burning, the exhaust chimney is aligned correctly. No flammable materials are on or against gas water heater. Overflow pans are whole and will not leak.
- Smoke detectors are functioning as intended.
- Call-for-aid systems are functioning as intended.
- Heating and cooling systems are functioning as intended. Baseboard heaters are not damaged and do not allow contact with heating surface elements. There is no visible water dripping from the heating and cooling equipment.
- Exterior doors operate as intended. Locks and hardware operate as intended. Doors do not have holes, significant cracks, peeling, rust that affects the integrity of the door, or broken or missing glass. Door seals are not missing or so damaged that they do not function as they should.
- Hallways allow for a clear 36-inch path of travel. Stairs and landings are clear of objects that restrict emergency egress.
- Car tires or car parts are not stored inside apartment.
- There are no stored flammable materials in apartment or attached storage closet.
- Stair handrails are secure and do not have sharp surfaces that may cause bodily injury.
- No observable wheelchair damages.

This list does not include ALL items that may be inspected.



North Carolina Housing Finance Agency's Health and Safety Inspection Checklist

- No visible infestations of vermin or insects.
- Air quality is good. No high levels of sewer gas, fuel gas, mold, mildew, or other harmful pollutants.
- There are no open electrical panel boxes, no missing panel covers.
- There are no exposed or frayed wires that can be touched that may cause injury.
- There are no water leaks on or near electrical equipment or devices.
- There are no tripping hazards when entering or exiting an elevator.
- There are no blocked bedroom windows or doors that block emergency egress.
- Hallways allow for a clear 36-inch path of travel. Stairs and landings are clear of objects that restrict emergency egress.
- There are no blocked fire escapes or fire exits.
- All emergency lights in hallways function as intended. Exit signs are available and illuminated.

- There are no flammable materials being improperly stored that may cause a fire or explosion.
- There is no accumulation of garbage and debris exceeding the capacity of the storage container. No excessive storage of trash or debris in an area not sanctioned for such use indoors or outdoors.
- There are no exposed sharp edges that could cut or break human skin or could cause other bodily harm in commonly used areas of travel. No possible sharp objects that may cause bodily injury or shock hazards on/in resident owned furniture or items.
- There are no tripping hazards found on walkways, hallways or other traveled areas.
- There is no infestation of rats, mice, vermin, roaches, ants or other nuisances.

This list does not include ALL items that may be inspected.



Contact Information

North Carolina Housing Finance Agency
3508 Bush Street
Raleigh, NC 27609-7509
Phone: 919-877-5700
www.nchfa.com

Susan Westbrook
Manager of Rental Assets
Phone: 919-877-5679
Fax: 919-877-5701

Russell Griffin
Senior Construction Specialist
Phone: 919-877-5643
919-971-5008 (cell)
Fax: 919-877-5702
rgriffin@nchfa.com

Carlos McLeod
Senior Inspections Specialist
Phone: 919-877-5639
Fax: 919-877-5701

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