NSPIRE-V LANDLORD KIT | PASS THE FIRST TIME

45-Minute Pre-Inspection Checklist

Walk the unit in this order 10 to 14 days before the PHA inspection. Tick OK or Fix on each line. Fix every 24 HRS item before you leave. Log every Fix item in the Repair Tracker.

UNIT ADDRESS	UNIT #	WALK DATE	PHA INSPECTION DATE

WALKED BY	YEAR BUILT	CHILD UNDER 6? (Y/N)	FUEL-BURNING APPLIANCES? (Y/N)

24 HRS life-threatening: fail, fix within 24 hours of notice 30 DAYS severe or moderate: fail, fix within 30 days VARIES depends on condition; check the standard PREP your own prep step

1. Outside and site — 6 min

Walk the lot and building exterior that serve the unit.

OK	FIX	ITEM	TAG	PASS IF...	NOTES
☐	☐	**Address numbers visible**	VARIES	Numbers present, readable and not blocked from the street	
☐	☐	**Walkways, steps and ramps**	30 DAYS	No trip hazards, holes, missing treads or blocked paths	
☐	☐	**Exterior handrails**	30 DAYS	Present where installed and firmly attached	
☐	☐	**Porch, deck and balcony guardrails**	24 HRS	Present where required and not loose or broken	
☐	☐	**Roof, gutters and downspouts**	30 DAYS	No holes; gutters attached; water drains away from building	
☐	☐	**Exterior walls and siding**	30 DAYS	No missing siding sections of 1 sq ft or more	
☐	☐	**Foundation**	30 DAYS	No large cracks, exposed rebar or water coming in	
☐	☐	**Chimney (if present)**	24 HRS	Intact, no signs of structural failure	
☐	☐	**Fences, gates and retaining walls**	30 DAYS	Not leaning or collapsing; gates open, close and latch	
☐	☐	**Driveway and parking**	30 DAYS	No pothole 4 in deep and 1 sq ft or larger	
☐	☐	**Exterior dryer vent cap**	VARIES	Cap present; flap opens freely	
☐	☐	**Fire escape (if present)**	24 HRS	Access clear; no damaged or missing parts	
☐	☐	**Exterior paint (pre-1978, child under 6)**	30 DAYS	No peeling, chipping, chalking or cracking paint	

2. Building common areas — 5 min

Skip for single-family homes. Check only areas that serve the unit.

OK	FIX	ITEM	TAG	PASS IF...	NOTES
☐	☐	**Stairwells and hallways**	24 HRS	Nothing blocking the path to any exit	
☐	☐	**Fire-labeled doors**	30 DAYS	Close and latch on their own; not propped. Missing door: 24 hrs	
☐	☐	**Exit signs**	24 HRS	Lit, visible, not damaged or blocked	
☐	☐	**Emergency lighting**	30 DAYS	Lights turn on when test button is pressed	

Independent educational resource. Not affiliated with or endorsed by HUD or any housing authority. Inspection standards and correction timelines are set by HUD and your local PHA's Administrative Plan; always confirm with your PHA. Not legal advice.

OK	FIX	ITEM	TAG	PASS IF...	NOTES
☐	☐	**Fire extinguishers (where provided)**	24 HRS	Gauge in green, service tag current, not damaged	
☐	☐	**Sprinkler heads (where provided)**	24 HRS	Not painted, blocked, damaged or missing	
☐	☐	**Common stairs and rails**	30 DAYS	Treads secure; handrails firm; guardrails where required	
☐	☐	**Laundry room dryer ducts**	24 HRS	Duct attached, suitable material, not crushed or blocked	
☐	☐	**Boiler or water heater rooms**	24 HRS	Nothing flammable within 3 ft; chemicals stored properly	
☐	☐	**Electrical panels**	VARIES	Accessible; breakers not damaged; no open slots	
☐	☐	**Elevator (if present)**	VARIES	Works, doors open fully, stops level with floor	

3. Unit entry and halls

4 min

OK	FIX	ITEM	TAG	PASS IF...	NOTES
☐	☐	**Entry door**	30 DAYS	Opens, closes and locks; no holes through door. Missing: 24 hrs	
☐	☐	**Smoke alarm near bedrooms**	24 HRS	Within 21 ft of every bedroom door along walking path	
☐	☐	**Smoke alarm on living-area side**	24 HRS	Added if a door separates bedroom hall from living area	
☐	☐	**Smoke alarm on every level**	24 HRS	At least one per level, including basement	
☐	☐	**Path to exits**	24 HRS	Halls and doors clear of furniture and storage	
☐	☐	**Interior stairs**	30 DAYS	Treads secure; handrail firm where installed	
☐	☐	**Interior guardrails**	24 HRS	Present where required at open sides and landings	

4. Kitchen

6 min

OK	FIX	ITEM	TAG	PASS IF...	NOTES
☐	☐	**Primary cooking appliance**	30 DAYS	Present; every burner and the oven heat; knobs in place	
☐	☐	**Refrigerator**	30 DAYS	Present, cold, door seals and parts intact	
☐	☐	**Sink and faucet**	30 DAYS	Hot and cold water turn on and off; drains freely	
☐	☐	**Under-sink plumbing**	30 DAYS	No active leaks or water damage	
☐	☐	**Food preparation area (counter)**	30 DAYS	Present, usable, not badly damaged	
☐	☐	**Cabinets and food storage**	30 DAYS	Present; doors and drawers not broken or missing	
☐	☐	**Permanent light fixture**	30 DAYS	At least one installed and working	
☐	☐	**GFCI near sink**	30 DAYS	Outlets within 6 ft of sink trip and reset	
☐	☐	**Outlets and switches**	30 DAYS	Covers on, no cracks. Exposed wiring or burn marks: 24 hrs	
☐	☐	**Smoke alarm distance from range**	VARIES	At least 10 ft from cooking appliance	
☐	☐	**Range hood or exhaust (if present)**	VARIES	Fan works; not blocked by grease	
☐	☐	**Pests**	30 DAYS	No roaches, mice, rats or droppings	

Independent educational resource. Not affiliated with or endorsed by HUD or any housing authority. Inspection standards and correction timelines are set by HUD and your local PHA's Administrative Plan; always confirm with your PHA. Not legal advice.

5. Bathrooms

6 min

Repeat for each bathroom.

OK	FIX	ITEM	TAG	PASS IF...	NOTES
☐	☐	**Toilet**	24 HRS	Flushes, refills, secured to floor. Only toilet failing: 24 hrs	
☐	☐	**Tub or shower**	30 DAYS	Water works and drains; usable in privacy	
☐	☐	**Sink**	30 DAYS	Hot and cold water; drains; firmly attached to wall	
☐	☐	**Ventilation**	30 DAYS	Exhaust fan works, or room has a working window	
☐	☐	**GFCI outlets**	30 DAYS	Outlets within 6 ft of water trip and reset	
☐	☐	**Permanent light fixture**	30 DAYS	Installed and working	
☐	☐	**Privacy**	30 DAYS	Door closes so toilet and tub can be used privately	
☐	☐	**Mold-like substance and moisture**	VARIES	No visible growth; no soft floor around toilet	

6. Bedrooms

6 min

Repeat for each bedroom.

OK	FIX	ITEM	TAG	PASS IF...	NOTES
☐	☐	**Smoke alarm inside bedroom**	24 HRS	Hardwired or sealed 10-year; sounds when tested	
☐	☐	**CO alarm (if required)**	24 HRS	In or near bedroom when CO rule applies	
☐	☐	**Rescue window (3rd floor or below)**	24 HRS	Opens fully; not blocked by furniture, bars or AC unit	
☐	☐	**Windows**	30 DAYS	Open, stay open, close and lock; glass intact	
☐	☐	**Outlets and lighting minimum**	30 DAYS	2 working outlets, or 1 outlet plus 1 permanent light	
☐	☐	**Outlets and switches**	30 DAYS	Covers on, no cracks. Exposed wiring or burn marks: 24 hrs	
☐	☐	**Walls**	30 DAYS	No holes over 2 in; no loose coverings	
☐	☐	**Ceilings and floors**	30 DAYS	No holes, unstable surfaces or exposed subfloor	
☐	☐	**Painted surfaces (pre-1978, child under 6)**	30 DAYS	No peeling, chipping, chalking or cracking paint	

7. Living areas

3 min

OK	FIX	ITEM	TAG	PASS IF...	NOTES
☐	☐	**Outlets and lighting minimum**	30 DAYS	2 working outlets, or 1 outlet plus 1 permanent light	
☐	☐	**Windows**	30 DAYS	Open, close and lock; glass intact	
☐	☐	**Walls, ceilings and floors**	30 DAYS	No large holes, loose coverings or trip hazards	
☐	☐	**Fireplace (if present)**	24 HRS	Firebox and flue intact; can safely contain fire	
☐	☐	**No unvented fuel space heaters**	24 HRS	No gas, oil or kerosene unvented heaters in the unit	
☐	☐	**Pests**	30 DAYS	No signs of roaches, mice, rats or bedbugs	

8. Utility, HVAC and water heater

6 min

OK	FIX	ITEM	TAG	PASS IF...	NOTES
☐	☐	**Permanent heat source**	24 HRS	Works. Oct 1 to Mar 31: 68°F or higher indoors	
☐	☐	**Furnace covers and safety shield**	24 HRS	Combustion chamber cover and shield in place	

Independent educational resource. Not affiliated with or endorsed by HUD or any housing authority. Inspection standards and correction timelines are set by HUD and your local PHA's Administrative Plan; always confirm with your PHA. Not legal advice.

OK	FIX	ITEM	TAG	PASS IF...	NOTES
☐	☐	**Gas shutoff valves**	24 HRS	Present at furnace, water heater and range	
☐	☐	**Flues and exhaust vents**	24 HRS	Connected, aligned and not blocked	
☐	☐	**Gas, oil or propane leak**	24 HRS	No odor or sign of leak	
☐	☐	**Water heater relief (TPR) valve**	30 DAYS	No leak; pipe slopes down, not capped, ends 2 to 6 in above floor	
☐	☐	**Hot water**	30 DAYS	Hot water at every fixture	
☐	☐	**3-foot clearance**	24 HRS	Nothing flammable within 3 ft of furnace or water heater	
☐	☐	**Dryer transition duct**	24 HRS	Attached, suitable metal material, not crushed or restricted	
☐	☐	**Electrical panel**	24 HRS	Breakers not damaged; no open slots; panel accessible	
☐	☐	**Air conditioning (if owner-provided)**	VARIES	Turns on and cools	

9. Final sweep

3 min

OK	FIX	ITEM	TAG	PASS IF...	NOTES
☐	☐	**Test every smoke alarm**	24 HRS	Each one sounds; log date and result	
☐	☐	**Test every CO alarm**	24 HRS	Each one sounds; log date and result	
☐	☐	**Test every GFCI**	30 DAYS	Trips and resets with tester or test button	
☐	☐	**Photos taken**	PREP	Each room, panel, water heater and furnace photographed	
☐	☐	**Open items logged**	PREP	Every fix entered in tracker with target date	
☐	☐	**Access arranged**	PREP	Adult present confirmed; keys for panel and locked areas ready	

24 HRS ITEMS FOUND	30 DAYS ITEMS FOUND	EST. REPAIR COST ($)	READY FOR INSPECTION? (Y/N)

Tags summarize HUD's NSPIRE HCV/PBV Inspection Checklist and life-threatening list in plain English; Severe and Moderate items are both 30-day fails for vouchers. Exact severity depends on the condition, so confirm with the standard. Sources: HUD NSPIRE HCV/PBV Inspection Checklist, hud.gov/sites/dfiles/PIH/documents/NSPIRE-HCV-Checklist.pdf; HUD Notice PIH 2026-18, hud.gov/sites/dfiles/PIH/documents/PIH-2026-18.pdf; NSPIRE Smoke Alarm and CO Alarm standards, hud.gov/reac/nspire-standards; 24 CFR 982.404, ecfr.gov.

Independent educational resource. Not affiliated with or endorsed by HUD or any housing authority. Inspection standards and correction timelines are set by HUD and your local PHA's Administrative Plan; always confirm with your PHA. Not legal advice.