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WHAT INSPECTION GUIDELINES MUST MY PROPERTY MEET?

The following information is provided as a general guide to what the Housing Inspector will look for when conducting an Initial Housing Quality Standards (HQS) Inspection of your rental unit. While this is not a complete list, it does cover the most common conditions which would result in a failed HQS inspection.

**Common Reasons for Failure of Inspection
LANDLORDS: PLEASE USE THE FOLLOWING CHECKLIST**

- Personal** belongings of the previous tenant/owner **must** be out of the unit, including the basement.
- Utilities** (water, oil, gas and electric) **must** be turned on.
- Heating Equipment** safety requires that there should be at a **5-foot** radius of clearance in relation to the Furnace. There should be no boxes, clothing or flammables, in/near the Furnace area. There must be a minimum of one layer of Type X, fire-resistant rated sheetrock above the furnace, extending **3-foot** out in all directions. The Hot Water heater must have a pressure relief valve, with an extension pipe **6 inches** above the floor; visible signs of rust on the exterior indicate a problem with the hot water heater. The furnace must be properly vented to the chimneystack.
- Basement Access** is required at time of the inspection to determine the Safety of the Heating Equipment, as well as to inspect windows and for the presence of a Smoke Detector and Carbon Monoxide detector.
Basement living quarters FAIL because basement windows do not provide adequate light, ventilation or secondary means of egress in case of fire. No stoves, hot plates, refrigerators or beds in basement. **NO BEDS OR SLEEPING IN BASEMENTS!**
- Smoke Detectors** must be audible in all parts of the house and installed per manufacturer's instructions. **Required Locations:** On the ceiling or wall in *each sleeping room* and outside each sleeping area in the immediate vicinity of the bedrooms and in each room used for sleeping purposes. Every floor level including basements, but *not including crawlspace and uninhabitable areas*. **Please check alarms prior to the inspection. ***
- Carbon Monoxide Detectors** must be installed on each level of the unit and within 15 feet of sleeping area.
- New York State Law:** The unit must be freshly **painted** when it is rented to a new family. Cracking or peeling paint will **fail** a unit.
- Electrical outlets** must be **three-pronged** and properly grounded. **Any outlet within 3 feet of a water source (kitchen, bathroom & laundry area) must be a GFIC (Ground Fault Interrupt Circuit) type outlet. Note: ALL OUTLETS need to be tested at time of inspection; outlets painted over will result in a FAILED INSPECTION.**

*Additional information on the basics of smoke alarms can be found at your local building department, home improvement store or library.

- Electrical/Plumbing**, heating and electrical systems must be in safe working order. A leak under a sink or an exposed electrical outlet would result in a failed inspection. All outlets and switches must have covers without defects. All junction boxes must have cover plates.
- Living Room** should be the largest room in the unit and at minimum 7 feet by 10 feet (70 square feet) and be large enough for the intended number of occupants. There must be two working electrical outlets or one ceiling fixture and one wall outlet. There must be adequate natural light, ventilation in the living room and at least one window.
- Kitchen** must have a clean working stove and oven. The refrigerator must be clean and in working order. The floors must be of a washable surface. The kitchen must have adequate space to store, prepare and serve food.
- Bathroom** must have a window that can be opened or a properly installed, operating exhaust fan. Bathrooms must have privacy locks. All fixtures in the bathroom must be in good working order.
- Bedroom(s)** must be at minimum 7 feet by 10 feet (70 square feet). The ceiling height must be at minimum 7 feet 2 inches. The bedroom must have at least one standard sized (3'X4') window and include a closet. There must be 2 working wall outlets or 1 ceiling fixture and 1 wall outlet. The bedrooms require complete doors that open and close properly and a private entrance. Key entry locks and/or padlocks are not permitted. The bedroom must have adequate space, light, heat source and ventilation for the intended number of occupants.
- Windows** must be in good working order, with working locks, no cracks/holes and have screens with no holes/tears.
- Floors** including saddles must be in good condition, with no tears in carpets or linoleum, as this is a safety hazard.
- Hardware** must be in place and in working order (i.e., doorknobs, strike plates, cabinet drawer handles, fixture covers, tissue dispenser rods, switch plate covers and stove/oven knobs).
- Doors**, leading to the exterior must fit properly and lock securely.
- Exterior** of the dwelling must be in good condition. NO peeling paint, NO missing sections of siding and/or shingles. Open cesspools, unstable porches/decks, accessory buildings or any other condition creating a health and safety hazard will result in a Failed Inspection.
- Stoops/Stairs** with four or more steps or 30 or more inches require a handrail.
- Garbage and Debris** must be removed from the property prior to the inspection.
- No Unregistered/Untagged Vehicles** are allowed on the property. The only registered vehicles allowed on the property are those vehicles that are registered to the person(s) on the lease.
- Swimming Pools, deck etc. should be properly fenced in accordance with the New York State Building Code. If a pool is provided for the tenant, it should be added to the lease agreement.**

This brief listing is for informational use only and is not intended as a complete listing. Please check HUD website and local building code for other requirements and permits.