



Housing Provider Handbook



**Thank you
for partnering
with THA!**



TACOMA HOUSING AUTHORITY

HOUSING CHOICE VOUCHER for TACOMA HOUSING AUTHORITY

HOUSING PROVIDER HANDBOOK

Last revised: July 22 2026

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We are excited to have you join Tacoma Housing Authority to meet the housing needs of families in our community. This Handbook will help you be a successful landlord with the Section 8 Voucher Program. We hope that you find it useful and will refer to it often.

1. INTRODUCTION

1.1 What Is The Section 8 Housing Choice Voucher Program?

The Section 8 Voucher Program is a rent subsidy program funded by the Department of Urban Development (HUD) and administered by the Housing Authority. The purpose of the Section 8 program is to provide rental assistance to low income families.

1.2 What Is A Section 8 Housing Choice Voucher?

The Section 8 Housing Choice Voucher allows the Housing Authority to pay a fixed amount based on the tenant's income with the tenant is responsible for any amount above the Section 8 payment. The tenant will be responsible to pay a portion of their monthly income for rent and utilities. There are no published limitations on the amount of contract rent a landlord may request; however, the rent must still be comparable to other similar units in the area.

1.3 What Are The Benefits To A Landlord?

Over the years, many landlords and property managers have come to appreciate the following advantages of our rental assistance programs:

- Having a contracted monthly assistance payment that is on time and guaranteed.
- For a Section 8 voucher holder, if the tenant's income decreases, their portion of the rent can be lowered and the Housing Authority's portion can be increased, so the Landlord gets their full rent amount. For the HOP subsidy, the amount THA pays is consistent based on the THA payment standards.
- There is minimal paperwork to be done and Landlords use their own lease and their screening process for tenant selection.
- The Housing Authority's inspections will help you maintain your property. Keeping your property well maintained helps ensure its resale value and also makes it easier to lease it up again when a participant does vacate.

- The program provides an additional avenue for locating tenants to fill vacant units and a listing tool to list vacant units.

1.4 How Does a Landlord Participate in the Rental Assistance Programs?

Any landlord willing to work within the guidelines of the programs can rent their unit with THA. The rent must be within the program limits and comparable to other rents in the area, the unit must meet the Housing Quality Standards, and the landlord must be willing to maintain and enforce their obligations under the signed contracts. THA provides a courtesy list of units, which is available to participants.

1.5 Who Is An Eligible Participant?

There are five eligibility requirements for admission to the programs. To be eligible, the family must:

- Qualify as a Family as defined by HUD and the Housing Authority.
- Have income at or below HUD-specified income limits.
- Qualify on the basis of citizenship or the eligible immigrant status of family members.
- Provide social security cards/number information for all family members as required by HUD.
- Consent to the Housing Authority's collection and use of Family information as provided for Housing Authority-provided consent forms.

Once the Housing Authority approves the applicant/family for admission to the program and family attends a briefing, family is issued the Housing Voucher or HOP subsidy. At the briefing, the family will receive information about searching for a suitable unit and an Estimated Subsidy form, which gives the amount of rent they can afford. The family also receives a Landlord Package to take to the Owner to complete with them. The owner is responsible to screen the family for references for suitability to lease their unit.

2. HOW DOES THE PROCESS WORK?

Once the family finds a landlord willing to participate, the following process begins:

2.1 Tenant Screening

When a tenant approaches a landlord about renting a unit, it is important to remember they have only been screened by the Housing Authority for program eligibility criteria and have not been screened for suitability. This should be the first step performed by the landlord. It is all right to charge a screening fee to the prospective tenant as long as it is the same fee charged to other unassisted tenants.

2.2 The Request for Tenancy Approval

If the tenant passes the landlord's screening criteria, the new landlord must complete four forms in order to get the process started: the "Request for Tenancy Approval", the "Section 8 Landlord Certification", a request for "Taxpayer Identification Number", and "the Lead Based Paint" form. The landlord and the participant must complete and return these forms to the Housing Authority for review. The Housing Authority will look at the rent requested by the landlord. It must be comparable to rents for other similar units in the area. If these criteria are met, the information will be forwarded to an inspector to schedule an inspection.

2.3 The Unit Rent Approval

At the time of initial lease-up on the Section 8 program, a unit must be rent reasonable in comparison to other rents charged for comparable unassisted units.

If the requested rent amount meets the criteria, the unit is scheduled for an inspection. If the requested rent is not rent reasonable, the landlord will be asked to negotiate a lower rent. There is no obligation to alter the rent. However, if the landlord is unable to lower the rent, the unit cannot be used on the program and the participant will need to look elsewhere. There can be no side agreements between the landlord and the tenant requesting the tenant to pay the difference.

3. THE INSPECTION PROCESS

Inspections play an important role in the administration of the Programs. The NSPIRE inspection is required before assistance can be appropriated. The basic purpose of the inspection is to ensure that the unit meets all the minimum inspection standards set by HUD. If the unit fails the initial inspection, all failed items must be corrected prior to the subsidy being paid.

3.1 Why does a unit fail?

Units sometimes fail housing inspections because landlords and tenants are not familiar with NSPIRE requirements and/or have not assessed the condition of the unit prior to the scheduled inspection. For these reasons, the Housing Authority encourages landlords and tenants to conduct pre-inspections prior to the scheduled inspection. By having the items corrected before the inspection, the inspector has a better chance of passing the unit the first time. This will save valuable time and ensure an accurate initial and subsequent annual/Biennial inspection.

3.2 Subsequent Inspections

The Housing Authority is also required to inspect the unit at least annually or biennially after it is initially set up. In most cases, if the unit fails the inspection, the Housing Authority will allow the landlord fourteen (14) to sixty (60) days to make the repairs. Depending on the severity of the deficiency. However, if the fail item is considered to be life threatening, Federal law requires the repair to be made within 24 hours. Additional time may be granted in cases where extensive repairs are needed.

3.3 What happens if the repairs not complete?

While it is generally the landlord's responsibility to maintain the condition of the assisted unit in accordance with the regulations governing the programs, the landlord may hold the tenant responsible for tenant caused damage. The landlord may require the tenant to repair or pay for those items that are tenant caused. If the landlord chooses to have the tenant repair the damages, the landlord must notify the tenant explaining which items they are to repair, with a copy provided to the Housing Authority. If the tenant fails to repair the items that are tenant caused within the time frame indicated, the tenant's Housing Assistance may be terminated.

Rent abatement, or the withholding of Housing Assistance Payments, applies when the Housing Authority verifies that the repairs have not been completed to meet minimum NSPIRE requirements within the time period given. On those rare occasions when the landlord does not complete the repairs,

The Housing Authority's portion of the Contract rent will be abated. Once the repairs have been made, the Housing Assistance Payments will resume, prorated from the date that the unit passes the final housing inspection. The Tenant cannot be held responsible for the abated Housing Assistance Payment.

If the unit remains under abatement and repairs are not completed, the Housing Authority will notify the tenant and the landlord that the Section 8 Housing Assistance Payments Contract will be terminated, and no further assistance will be paid on this unit. The tenant can either stay in the unit and pay the full rent or move from the unit provided proper notice has been given to the landlord.

3.4 The Most Common Deficiencies Resulting In A Failed Inspection

Housing Assistance Payments will be effective the day the unit passes Inspection or the the tenant receives the keys, whichever is later. The unit will then be inspected annually or biennially to ensure that it remains in compliance with NSPIRE.

The landlord and tenant should complete a move in checklist report on their own as required by Washington State Landlord Tenant Law. A copy of this report should be given to the tenant and retained in their file.

3.4.1 Entry Doors

Must lock securely. Check the weather-stripping. If there are gaps that let air in, weather-stripping must be applied. Check the doorjamb and strike plate for defects.

3.4.2 Windows

Those designed to open must open and must have a permanent lock attached. (Sticks and thumbscrews are not accepted as locking devices). The windowpanes must not be broken or cracked.

3.4.3 Electrical Hazards

HUD requires that a unit must be free of any possible electrical hazards. All electrical outlets and switches must have cover plates that are not cracked and they must be secured to the wall. Also, there can be no exposed wiring in the home and all light fixtures must be properly mounted to the wall or ceiling and must be working. Outlets within 6 ft. of a water source must be GFCI or AFCI protected. Breaker boxes must have all open spaces filled with knock outs or blank spacers and must not have any exposed wires.

3.4.4 *Oven/Range*

Clean the range and oven to ensure that it would not be a fire hazard. Burners must lay flat and stove is not missing components. Be sure all knobs and dials are on the appliance. Please ensure the filter screen is installed in front of the fan.

3.4.5 *Refrigerator*

Check the rubber gasket around the doors. If it's loose or cracked, it needs to be replaced. Also, check the kick plate to be sure it is secured at the bottom of the refrigerator.

3.4.6 *Heating and Plumbing*

The heating system must be on, working properly, and provide adequate heat. Be sure all heat sources are clear of furniture, bedding, clothing, and other items. Check for any leaks in the plumbing fixtures (sinks, toilets, showers, etc.) and repair if necessary.

3.4.7 *Hot Water Heaters*

Must have a pressure relief valve and discharge line that extends to within 6 inches of the floor. Discharge tubing must be of the appropriate type of material – either galvanized steel or copper or CPVC piping (Do not use PVC). Discharge pipe must not slope upward and the use of reducers will be considered a fail. There should be no exposed wires. In addition, flammable material should not be stored near the hot water tank.

3.4.8 *Flooring*

Carpets that are frayed or torn, or vinyl, tile or linoleum that would be a tripping hazard must be repaired. Exposed carpet tacks or thresholds, which are loose, must be repaired. Please check and repair floors that have dry rot. Dry rot is commonly found in the bathroom, around the bathtub, and in the toilet.

3.4.9 *Inoperable Smoke Detectors and Carbon Monoxide Detectors*

A smoke detector must be located on each level of the unit, inside each bedroom, and within 21 feet of any door to a bedroom. Units occupied by hearing-impaired persons must be equipped with a smoke alarm designed for the hearing impaired. The smoke Detector must either be hardwired or have a sealed 10-year battery type. A carbon monoxide detector must be on each floor of the dwelling unit and must have a tester button.

3.4.10 Ventilation

Inoperable bathroom fans or no ventilation (i.e. no window) would result in a fail rating.

3.4.11 Decks, Railings, Steps

All stairways with 4 or more risers must have a handrail. The handrail must run the length of the stairway and be securely supported in order to provide adequate safety for the user. Decks, rails and steps, must also be free of dry rot and tripping hazards. Railings are required for decks porches or steps that are over 30 inches from the ground.

3.4.12 Peeling Paint

A home built prior to 1978, must not have deteriorated or peeling paint on the inside and outside of the unit if the unit is occupied by children under the age of six. In addition, a unit with badly deteriorated paint that has the substrate exposed would be required to repair regardless of year built or age of occupants.

4. INSPECTION PREPARATION

4.1 Checklist

Please use [this checklist](#) as a guide to help ensure your unit is prepared for an inspection. The actual checklist will be included in resources at the end of the handbook.

https://www.hud.gov/sites/dfiles/PIH/documents/NSPIRE_Fillable_Checklist.pdf

5. POLICIES AND PROCEDURES

5.1 What Are Payment Standards?

A “Payment Standard” is used to calculate the monthly housing assistance payment for a family. Tacoma Housing Authority establishes Payment Standard amounts for each unit size. The Payment Standard is the maximum monthly subsidy payment.

Payment Standards and Utility Allowances - Effective 03/01/2026

Payment Standards

Bedroom Size	Payment Standard	EHV & VASH Exception
0	\$1252	\$1428
1	\$1408	\$1589
2	\$1832	\$1990
3	\$2591	\$2824
4	\$3211	\$3309
5	\$3567	\$3802
6	\$3583	\$4295
7	\$3994	\$4789
8	\$4405	\$5282

Utility Allowances

Sewer/Water	0-BD	1-BD	2-BD	3-BD	4-BD	5+BD
Landlord Pays	\$64	\$66	\$81	\$105	\$127	\$155
Tenant Pays	\$168	\$174	\$212	\$268	\$321	\$360



**Tacoma
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5.2 What is the Utility Allowance?

The utility allowance is the HA’s estimate of the average monthly utilities needed for an energy-conscious household. If all utilities are included in the rent, there is no utility allowance.

5.3 Dwelling Leases and Contracts

Dwelling leases and Housing Assistance contracts need to be signed before payment on a unit can begin. Landlords who use a standard dwelling lease for their unassisted units must continue to use their own lease, in conjunction with the HUD mandated lease addendum, for all Program contracts, a copy of the lease must be submitted to the Housing Authority prior to payment being made.

There may be a slight delay of one to two weeks for the first subsidy payment to reach the landlord due to in-house accounting procedures. Subsequent payments will be made the first working day of each month. To guarantee safe and quick receipt of the monthly payment, we encourage Landlords to sign up for Direct Deposit. The landlord, in accordance with the lease, should collect the tenant's portion of rent as well as their deposit amount. Collecting amounts that are not listed on the contract is a violation of the program

5.4 Annual Rent Increases

Units on the Section 8 program are eligible for a rent increase after the initial 12-month term. An owner's request for a rent increase must be submitted to the PHA 60 days prior to the date of the proposed increase (cannot be within the first year of the original HAP contract), and must include the new rent amount the owner is proposing. All rents adjustments will be effective the first of the month following 60 days after the PHA's receipt of the owner's request or on the date specified by the owner, whichever is later.

The PHA may not approve and the owner may not receive any increase of rent to owner until and unless the owner has complied with requirements of the HAP contract, including compliance with NSPIRE. The owner may not receive any retroactive increase of rent for any period of noncompliance.

THA utilizes an on-line request form that helps ensure prompt handling of the request.

On the Section 8 program, there is no limit on the amount of rent increase; however, the rent must continue to be reasonable to similar units in the area. It is important to remember that affordability may become a factor if their portion gets too high for them to pay.

5.5 What are the Responsibilities of the Landlord?

The landlord has an obligation to both the Housing Authority through the Housing Assistance Payments (HAP) Contract and to the tenant through the dwelling lease. The HAP contract states a landlord agrees to the following:

1. The landlord will maintain the unit and premises in accordance with the NSPIRE Standards.
2. The landlord will assure that the unit is leased only to those family members listed on the lease.
3. The landlord will assure that the total rent for the unit does not exceed rents charged for other unassisted units in the premises.
4. The landlord has not and will not receive any other form of payment for the unit while under contract.
5. The landlord will assure that the family does not own or have any interest in the unit.
6. The landlord is not related in any way to the family (except in the case of a disabled resident) nor does the landlord currently reside in the unit.
7. The landlord will not commit fraud, bribery, drug-trafficking, or any other corrupt or criminal action.
8. The landlord will enforce the tenant obligations listed on the lease, especially those involving illegal drug use and violent criminal activity.
9. The landlord will decide what utilities the tenant will be responsible for and what utilities will be included in the rent.

The obligation to the tenant is outlined in the lease or lease addendum whereby the landlord agrees to maintain the unit in accordance to the Housing Quality Standards and to enforce the tenant obligations listed on the lease.

5.6 What Are the Responsibilities of the Tenant?

In order to participate on the Section 8 program, a tenant has responsibilities to both the landlord and the Housing Authority. The tenant responsibilities to the Landlord are listed on the lease or lease addendum and include, but are not limited to, such items as:

5.6.1 Payment of rent and any utilities listed as their responsibility.

5.6.2 To use the unit as their principal place of residence.

5.6.3 Not to sublease the unit or allow unauthorized people to reside in the unit.

The tenant responsibilities to the Housing Authority are listed on the Voucher and include, but are not limited to the following:

The family MUST:

5.6.4 Supply any information that the Housing Authority or HUD determines to be necessary including evidence of citizenship or eligible immigration status, and information for use in a regularly scheduled reexamination or interim reexamination of family income and composition.

5.6.5 Promptly notify the Housing Authority in writing when the family is away from the unit for an extended period of time in accordance with Housing Authority policies.

5.6.6 Notify both the Housing Authority and the landlord in writing before moving out of the unit or terminating the lease.

5.6.7 Allow the Housing Authority to inspect the unit at reasonable times and after reasonable notice.

5.6.8 Request Housing Authority written approval to add any family member as an occupant of the unit.

5.6.9 Give the Housing Authority a copy of any landlord issued eviction notice.

5.6.10 Supply true and complete information.

The family (including each family member) must NOT:

- 5.6.11 Own or have any interest in the unit (other than in a cooperative or landlord of a manufactured home leasing a manufactured home space).
- 5.6.12 Commit any serious or repeated violation of the lease.
- 5.6.13 Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
- 5.6.14 Participate in illegal drug or criminal activity.
- 5.6.15 Sublease or sub-let the unit or assign the lease or transfer the unit.
- 5.6.16 Damage the unit or premises (other than damages from ordinary wear and tear) or permit any guest(s) to damage the unit or premises.

5.7 Termination of Assistance by the Housing Authority

Although the Housing Authority will work with tenants and landlords in an attempt to overcome any problems which may occur while on the Section 8 program, there may come a time where the only option left is to terminate the housing assistance payments which are being made on the tenants' behalf. Listed below is a non-inclusive list of reasons for termination:

- 5.7.1 If the family has engaged in or threatened abusive or violent behavior toward Housing Authority personnel;
- 5.7.2 If the family has not reimbursed any Housing Authority for amounts paid to a landlord under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;
- 5.7.3 If the family breaches an agreement with the Housing Authority to pay amounts owed to a Housing Authority, or amounts paid to a landlord by a Housing Authority. At its sole discretion, the Housing Authority may elect to offer an agreement to pay amounts owed to a HA or amounts paid to a landlord by a Housing Authority. The terms of any such agreement shall be prescribed solely by the Housing Authority;
- 5.7.4 If the family violates their family obligations listed for the Program;
- 5.7.5 If any member of the family fails to sign and submit consent forms for obtaining necessary information.

If the Housing Authority initiates an action to terminate the assistance, written notice of this decision will be sent to the landlord. However, the tenant has the right to request an Informal Hearing to contest the decision. If an Informal Hearing is held, the Landlord would be notified if the decision to terminate was reversed.

5.8 Termination of Assistance by Tenant

In accordance with the lease or lease addendum, a tenant wishing to remain on the program is obligated to remain in the unit for at least 12 months before being given the option to move. However, a tenant may choose to terminate their assistance with the program at any time. If they do, a landlord needs to understand that the Program lease will also terminate ending any obligation for the family to remain in the unit. In these cases, the Housing Authority does advise tenants who wish to move to give proper notice to a landlord in accordance with State and local law. If the tenant wishes to remain in the unit, a landlord will need to have the tenant sign a new lease.

5.9 Termination of Assistance by the Landlord

During the term of the lease, a landlord has the right to terminate the tenancy of a tenant who is in violation of the dwelling lease, however, any eviction notice must be issued in accordance with the lease and State and local law. During the first year, the landlord must have cause to terminate the lease. Following the first year, if a new lease is not signed, cause is not necessary. Copies of any eviction notices must be given to the HA at the same time the landlord notifies the tenant.

For questions regarding our processes or policies, please reach out to our Landlord Engagement Specialist at 253-281-7674 or Aeykel@tacomahousing.org. Information is also available at www.TacomaHousing.org.

Residential Landlord –Tenant Act

Chapter 59.18 RCW

<http://apps.leg.wa.gov/rcw/default.aspx?cite=59.18>

City of Tacoma Landlord-Tenant Program (call 311, or 253-591-5000

https://www.cityoftacoma.org/government/city_departments/equity_and_human_rights/landlord-tenant_program

Landlord-Tenant Services

747 Market Street
Room 1044
Tacoma, WA 98402

Walk-In Wednesdays

9 AM - 1 PM

Located in the Customer Support Center



Tacoma Housing Authority

Landlord Journey Map

List Unit

While applicants can find your unit on all the usual spots like Craigslist, consider marketing directly to THA voucher holders at <https://airtable.com/shrazEPffm5YNz1S2>



1

Rent Increases

Contract rent increases must be submitted to THA 60 days in advance of the effective date (1st of the month), via our website at <https://www.tacomahousing.org/landlords/request-rent-change/>.



6

Subsidy Ending

HCV works closely with participants to make sure they keep their subsidy for as long as they need it. We will communicate with you prior to the subsidy ending.



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2

Initiate a Lease

After you complete your tenant screening and select a THA

applicant, they will give you a Request for Tenancy Approval (RFTA) form. Complete this and return it to THA.



3

Unit Inspection

After the RFTA is processed, THA will contact you to schedule an inspection. Prepare the unit to be move-in ready (view the [inspection checklist](#) for the most common reasons an inspection might fail).



5

Report Changes

Submit ownership or payment information changes with the [Housing Provider Contact Form](#). If you enter a new lease or issue a notice to the tenant, send a copy to Customercare@tacomahousing.org.

Bi-Annual Inspections

All subsidized units are subject to a bi-annual THA inspection. THA will notify you three weeks in advance. You are not required to attend.



7



8

Tenant Moving

If your tenant decides to move, list the unit again at [affordablehousing.com](https://airtable.com/shrazEPffm5YNz1S2), or <https://airtable.com/shrazEPffm5YNz1S2>.

Sign the Lease & Get Paid

Once a copy of the signed lease is received, THA's rent portion, or Housing Assistance Payment (HAP) contract, is created. We must have a signed HAP contract and copy of the executed lease (within 60 days of the inspection) to release HAP.





Housing Provider Contact Form

Please use the Housing Provider Contact Form for the following reasons:

Submit Request for Tenancy Approval Packet	Select RFTA Submission to submit the Request for Tenancy Approval Packet.
New Owner/agent set up or Changes	Select New Owner/Agent Set up if you purchased a property with a THA client. If you are adding or removing an Agent/Property Manager
Update Banking Information	Select this option if you need to change the bank account , we make payments to. Or to set up direct deposit .
Concerns Regarding a THA Client	Select this option to report concerns regarding a THA client . Please upload notices you have served the client. <i>Please note that THA cannot help enforce your lease agreement. If you need legal assistance, please see the Housing Provider Resource Page.</i>
Payment Questions	If you have questions regarding Housing Assistance Payments , please select this option.
Portal Login Help	Select this option if you are a THA landlord and need portal login help.



Housing Provider Partner Resource List

Working with Tacoma Housing Authority

- **Housing Provider Orientation:** Learn about THA's voucher program! Visit THA's You Tube Channel or <https://www.youtube.com/watch?v=bZzxFAE34UA>



Visit <https://Tacomahousing.org/landlords/> to

- [List Vacancies](#)
- [Learn about the Opportunities and Benefits of becoming a THA housing Provider](#)
- [Request Rent Increases](#)
- [Housing Provider Contact Form](#)

Landlord-Tenant Help

- **Landlord Tenant Program (City of Tacoma):** Comprehensive resource with information on Tacoma's landlord-tenant laws. Call **253-591-5000** or visit https://www.cityoftacoma.org/government/city_departments/equity_and_human_rights/landlord-tenant_program.
- **Washington State Attorney General's Office:** Contains resources for landlords and tenants, as well as guidance on dealing with unpaid rent. Visit www.atg.wa.gov/landlord-tenant.
- **Washington Law Help:** Information on Washington State laws and self-help resources available at www.washingtonlawhelp.org
- **Landlord Solutions** www.landlordsolutionsinc.com



Financial Assistance for Landlords



- **WA Landlord Mitigation Program:** Offers reimbursement for certain move-in repairs and damages incurred while housing subsidized tenants. Call **360-725-2949** or visit www.commerce.wa.gov.

Associations

- **The Rental Housing Association of Washington (RHAWA):** Offers advocacy and education services for rental housing owners. Visit www.rhawa.org or call **206-283-0816**. THA Housing Providers receive a special offer when registering for a RHAWA membership.
- **Washington Landlord Association:** Has up-to-date information for property owners, resource links, event registration, and a tenant screening service. Visit www.walandlord.org or call **360-350-0753**.
- **Washington Multi-Family Housing Association:** Contains information on events, professional certifications, and resources for residential property management companies and multifamily. Visit www.wmfha.org or call **425-656-9077**.



Renting Partnerships

- **Housing Connector:** Free access to an exclusive listing platform, resident referrals, and financial benefits to private property owners and landlords renting to residents in need of housing. Visit www.housingconnector.com.



Have additional questions? Contact us at aeykel@tacomahousing.org

Introducing New Inspection Standards

Effective October 1, 2024, THA's inspection program will change from Housing Quality Standards (HQS) to National Standards for the Physical Inspection of Real Estate (NSPIRE). This is part of a nationwide effort by the US Department of Housing and Urban Development (HUD) to modernize inspections and make sure housing agencies are all looking for the same things when deciding if a unit can be rented on the voucher program.

NSPIRE provides for minimum or affirmative habitability requirements for each area (unit inside, outside). **These areas must meet these requirements for habitability, listed in Attachment B below.** The inside, outside, and unit must be free of health and safety hazards that pose a danger to residents. Types of health and safety concerns include, but are not limited to, carbon monoxide, electrical hazards, extreme temperature, flammable materials or other fire hazards, garbage and debris, handrail hazards, infestation, lead-based paint, mold, and structural soundness [24 CFR 5.703(e)]. There are several changes to the requirements, and we encourage you to review the attachments to help you best prepare for the new inspection standards.

The Public and Federally Assisted Housing Fire Safety Act of 2022 requires all smoke alarms to have a sealed battery beginning December 29, 2024. This will also be enforced through NSPIRE.

Examples of Specific Criteria Changes

- The interior wall (unit or inside) has a hole that is greater than 2 inches in diameter, or there is an accumulation of holes that are cumulatively greater than 6 inches by 6 inches.
- There is an abrupt change in vertical elevation or horizontal separation on any walking surface along the normal path of travel, consisting of the following criteria: - An unintended $\frac{3}{4}$ -inch or greater vertical difference. OR - An unintended 2-inch or greater horizontal separation that is perpendicular to the path of travel.
- Parking lot has any one pothole that is 4 inches deep and 1 square foot or greater.
- More than 3 inches of water has accumulated in a parking lot, and 5% or more of the parking lot is unusable.

- ✓ **Smoke alarms:** Smoke alarms are required on each level of the home and inside each sleeping area.
- ✓ **Carbon Monoxide alarms:** Carbon monoxide alarms are required inside units and in unit inside areas such as hallways that contain a fuel-burning appliance or fireplace.
- ✓ **Cosmetic deficiencies:** Cosmetic deficiencies to a unit or its exterior are no longer considered a deficiency.



To view HUD's complete NSPIRE Checklist, visit:

https://www.hud.gov/sites/dfiles/PIH/documents/NSPIRE_Fillable_Checklist.pdf

https://www.hud.gov/sites/dfiles/PIH/documents/HCV_Landlord_Newsletter_Dec2023.pdf

Correction Timeframes

When a unit does not pass inspection, landlords will be notified of what needs to be corrected. Each deficiency is identified in the NPSIRE standards as either life-threatening, severe, moderate, or low.

For units under HAP contract, deficiencies that are

- **Life-threatening** must be corrected within 24 hours after notice has been provided. Life-threatening deficiencies are listed in Attachment A below.
- **Severe** and **Moderate** must be corrected within 30 days after notice has been provided.
- **Low** result in a pass and will only be noted by the inspector for informational purposes.

Extensions

If you need an extension to complete the corrections, please contact us. For conditions that are severe or moderate, THA may grant an exception to the required time frames for correcting the deficiency if THA determines that an extension is appropriate. For life-threatening deficiencies, THA may grant an extension to the 24-hour corrective action period in rare circumstances.

Enforcement

The family and owner both have responsibilities for maintaining the unit.

Family Responsibilities

The family is held responsible for the following deficiencies:

- Tenant-paid utilities not in service
- Failure to provide or maintain appliances owned by the family
- Damage to the unit or premises caused by a household member or guest beyond ordinary wear and tear (damages which could be assessed against the security deposit under state law or in court practice).

The family must notify the landlord when these deficiencies exist and coordinate corrections.

If the family fails to correct a discrepancy or allow the landlord to correct it within the period allowed by THA (and any extensions), THA will terminate the family's assistance, according to policies in Chapter 12 of its Administrative Plan.

If the owner carries out a repair for which the family is responsible under the lease, the owner may bill the family for the cost of the repair.

Landlord Responsibilities

The landlord is responsible for all NSPIRE deficiencies not listed as a Family Responsibility above.

If the landlord fails to correct deficiencies by the time specified by THA, THA must stop housing assistance payments (also called abatement) no later than the first of the month following the specified correction period (including any approved extension) [24 CFR 985.3(f)]. No retroactive payments will be made to the owner for the period of time the rent was abated. *Owner rents are not abated as a result of deficiencies that are the family's responsibility.*

Attachment A: Common Life Threatening Discrepancies

NSPIRE standards describe life-threatening deficiencies that must be corrected within 24 hours.

Inspectable Item	Deficiency
Carbon Monoxide Alarm	Carbon monoxide alarm is missing, not installed, or not installed in a proper location. Carbon monoxide alarms are required inside units and in inside areas such as hallways that contain a fuel-burning appliance or fireplace, cabanas, pool rooms, or other common area amenities
	Carbon monoxide alarm is obstructed.
	Carbon monoxide alarms do not produce an audio or visual alarm when tested.
Chimney	A visually accessible chimney, flute, or firebox connected to a fireplace or wood-burning appliance is incomplete or damaged such that it may not safely contain fire and convey smoke and combustion gases to the exterior.
	Chimney exhibits signs of structural failure.
Clothes Dryer Exhaust Ventilation	The dryer transition duct is detached or missing.
	The dryer exhaust ventilation system has restricted airflow.
Egress	Obstructed means of egress.
	The sleeping room is located on the third floor or below and has an obstructed rescue opening.
	Fire escape is obstructed.
Electrical – Conductor, Outlet, and Switch	The outlet or switch is damaged.
	Exposed electrical conductor.
Exit Sign	Exit sign is damaged, missing, obstructed, or not adequately illuminated.
Fire Extinguisher	Fire extinguisher pressure gauge reads over or under-charged.
	Fire extinguisher service tag is missing, illegible, or expired.
	The fire extinguisher is damaged or missing.
Guardrail	Guardrail is missing, not installed, or not functionally adequate

Heating, Ventilation, and Air Conditioning (HVAC)	The inspection date is on or between October 1 and March 31 and the permanently installed heating source is not working or the permanently installed heating source is working and the interior temperature is below 64 degrees Fahrenheit.
Inspectable Item	Deficiency
	Combustion chamber cover or gas shutoff valve is missing from a fuel burning heating appliance.
	Fuel burning heating system or device exhaust vent is misaligned, blocked, disconnected, improperly connected, damaged, or missing.
Leak – Gas or Oil	Natural gas, propane, or oil leak.
Mold-like Substance	The presence of mold-like substances at extremely high levels is observed visually.
Smoke Alarm	Smoke alarm is not installed where required.
	The smoke alarm is obstructed.
	Smoke alarm does not produce an audio or visual alarm when tested.
Water Heater	Chimney or flue piping is blocked, misaligned, or missing.
	The gas shutoff valve is damaged, missing, or not installed.
Other	Utilities not in service, including no running hot water

Attachment B: Affirmative Habitability Requirements

Inside

Inside refers to the common areas and building systems that can be generally found within the building interior and are not inside a unit. Examples of “inside” common areas may include basements, interior or attached garages, enclosed carports, restrooms, closets, utility rooms, mechanical rooms, community rooms, daycare rooms, halls, corridors, stairs, shared kitchens, laundry rooms, offices, enclosed porches, enclosed patios, enclosed balconies, and trash collection areas. Examples of “inside” building systems include those components that provide domestic water, such as pipes, electricity, elevators, emergency power, fire protection, HVAC, and sanitary services.

Affirmative Habitability Requirements: Inside
Must include at least 1 battery-operated or hard-wired smoke detector in proper working condition on each level of the property.
Must meet or exceed the carbon monoxide detection standards set by the Secretary through <i>Federal Register</i> notification.
Any outlet installed within 6 feet of a water source must be GFCI protected.
Must have a guardrail when there is an elevated walking surface with a drop off of 30 inches or greater measured vertically.
Must have permanently mounted light fixtures in any kitchens and each bathroom.
It may not contain unvented space heaters that burn gas, oil, or kerosene.

Outside

Outside refers to the building site, building exterior components, and any building systems located outside of the building or unit. Examples of “outside” components may include fencing, retaining walls, grounds, lighting, mailboxes, project signs, parking lots, detached garages or carports, driveways, play areas and equipment, refuse disposal, roads, storm drainage, non-dwelling buildings, and walkways. Components found on the exterior of the building are also considered outside areas, and examples may include doors, attached porches, attached patios, balconies, car ports, fire escapes, foundations, lighting, roofs, walls, and windows.

Affirmative Habitability Requirements: Outside
Any outlet installed within 6 feet of a water source must be GFCI-protected.
Must have a guardrail when there is an elevated walking surface with a drop off of 30 inches or greater measured vertically.

Unit

Unit refers to the interior components of an individual unit. Examples of “unit” components included in the interior of a unit are the balcony, bathroom, call-for-aid (if applicable), carbon monoxide devices, ceiling, doors, electrical systems, enclosed patio, floors, HVAC (where individual units are provided), kitchen, lighting, outlets, smoke detectors, stairs, switches, walls, water heater, and windows.

Affirmative Habitability Requirements: Unit

Must have hot and cold running water in the bathroom and kitchen, including an adequate source of safe drinking water in the bathroom and kitchen.

Must include its own bathroom or sanitary facility that is in proper operating condition and usable in privacy. It must contain a sink, a bathtub or shower, and an interior flushable toilet.

Must have at least one smoke detector, in proper working condition, in the following locations:

- On each level of the unit AND
- Inside each bedroom or sleeping area AND
- Within 21 feet of any door to a bedroom measured along a path of travel AND
- Where a smoke detector is installed outside a bedroom and is separated from an adjacent living area by a door, a smoke detector must also be installed in the living area side of the door.

If the unit is occupied by a hearing-impaired person, the smoke detectors must have an alarm system designed for hearing-impaired persons.

Must have a living room and a kitchen area with a sink, cooking appliance, refrigerator, food preparation area and food storage area.

Must have two working outlets or one working outlet and one permanent light fixture within all habitable rooms.

Must have a permanently mounted light fixture in each bathroom and in the kitchen.

Outlets within 6 feet of the water source must be GFCI-protected.

Must have permanently installed heating source.

No units may contain unvented space heaters that burn gas, oil, or kerosene.

Must have a guard rail when there is an elevated walking surface with a drop-off of 30 inches or greater measured vertically.

Must have at least one bedroom or living/sleeping room for each two persons.

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Clothes Dryer Exhaust Ventilation	Electric dryer transition duct is detached or missing.	LT ☐	LT ☐	☐	
	Gas dryer transition duct is detached or missing.	LT ☐	LT ☐	☐	
	Electric dryer exhaust ventilation system has restricted airflow.	LT ☐	LT ☐	LT ☐	
	Dryer transition duct is constructed of unsuitable material.	LT ☐	LT ☐	☐	
	Gas dryer exhaust ventilation system has restricted airflow.	LT ☐	LT ☐	LT ☐	
	Exterior dryer vent cover, cap, or a component thereof is missing.	☐	☐	L ☐	
Cooking Appliance	Cooking range, cooktop, or oven does not ignite or produce heat.	S ☐	L ☐	☐	
	Cooking range, cooktop, or oven component is damaged or missing such that the device is unsafe for use.	M ☐	M ☐	☐	
	Primary cooking appliance is missing.*	*M ☐	☐	☐	
	A microwave is the primary cooking appliance and it is damaged.	S ☐	☐	☐	
	A burner does not produce heat, but at least 1 other burner is present on the cooking range or cooktop and does produce heat.	M ☐	M ☐	☐	
Door - Entry	Entry door will not open.	M ☐	M ☐	☐	
	Entry door will not close.	S ☐	M ☐	☐	
	Entry door self-closing mechanism is damaged, inoperable, or missing.	S ☐	M ☐	☐	
	Hole, split, or crack that penetrates completely through entry door.	M ☐	M ☐	☐	
	Entry door is missing.	LT ☐	S ☐	☐	
	Entry door surface is delaminated or separated.	M ☐	M ☐	☐	
	Entry door frame, threshold, or trim is damaged or missing.	M ☐	M ☐	☐	
	Entry door seal, gasket, or stripping is damaged, inoperable, or missing.	M ☐	M ☐	☐	
	Entry door component is damaged, inoperable, or missing and it does not limit the door's ability to provide privacy or protection from weather or infestation.	L ☐	L ☐	☐	
	Entry door cannot be secured.	S ☐	M ☐	☐	
Door - Fire	Fire labeled door does not open.	S ☐	S ☐	☐	
	Fire labeled door does not close and latch or the self-closing hardware is damaged or missing such that the door does not self-close and latch.	S ☐	S ☐	☐	
	Fire labeled door assembly has a hole of any size or is damaged such that its integrity may be compromised.	S ☐	S ☐	☐	
	Fire labeled door seal or gasket is damaged or missing.	S ☐	S ☐	☐	
	An object is present that may prevent the fire labeled door from closing and latching or self-closing and latching.	S ☐	S ☐	☐	
	Fire labeled door cannot be secured.	S ☐	M ☐	☐	
	Fire labeled door is missing.	LT ☐	LT ☐	☐	
Door - General	A passage door does not open.	M ☐	M ☐	☐	
	A passage door component is damaged, inoperable, or missing and the door is not functionally adequate.	L ☐	L ☐	☐	
	A door that is not intended to permit access between rooms has a damaged, inoperable, or missing	L ☐	☐	☐	
	An exterior door component is damaged, inoperable, or missing.	☐	☐	M ☐	

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Drain	Drain is fully blocked.	M ☐	M ☐	M ☐	
Egress	Obstructed means of egress.	LT ☐	LT ☐	LT ☐	
	Sleeping room is located on the 3rd floor or below and has an obstructed rescue opening.	LT ☐			
	Fire escape access is obstructed.	LT ☐			
Electrical - Conductor, Outlet, and Switch	Outlet or switch is damaged.	LT ☐	LT ☐	LT ☐	
	Testing indicates a three-pronged outlet is not properly wired or grounded.	S ☐	S ☐	S ☐	
	Outlet does not have visible damage and testing indicates it is not energized.	S ☐	S ☐	S ☐	
	Exposed electrical conductor.	LT ☐	LT ☐	LT ☐	
	Water is currently in contact with an electrical conductor.	LT ☐	LT ☐		
Electrical - GFCI/AFCI	GFCI outlet or GFCI breaker is not visibly damaged and the test or reset button is inoperable.	S ☐	S ☐	S ☐	
	AFCI outlet or AFCI breaker is not visibly damaged and the test or reset button is inoperable.	S ☐	S ☐	S ☐	
	An unprotected outlet is present within six feet of a water source.*	*S ☐	*S ☐	*S ☐	
Electrical - Service Panel	Electrical service panel is not readily accessible.	M ☐	M ☐	M ☐	
	The overcurrent protection device is damaged.	LT ☐	LT ☐	LT ☐	
	The overcurrent protection device is contaminated.	S ☐	S ☐	S ☐	
Elevator	Elevator is inoperable.		M ☐		
	Elevator door does not fully open and close.		M ☐		
	Elevator cab is not level with the floor.		M ☐		
	Safety edge device has malfunctioned or is inoperable.		M ☐		
Exit Sign	Exit sign is damaged, missing, obstructed, or not adequately illuminated.		LT ☐	LT ☐	
Fence and Gate	Fence component is missing.			M ☐	
	Gate does not open, close, latch, or lock.			M ☐	
	Fence demonstrates signs of collapse.			M ☐	
Fire Escape	Fire escape component is damaged or missing.			LT ☐	
Fire Extinguisher	Fire extinguisher pressure gauge reads over or under-charged.	LT ☐	LT ☐	LT ☐	
	Fire extinguisher service tag is missing, illegible, or expired.	LT ☐	LT ☐	LT ☐	
	Fire extinguisher is damaged or missing.	LT ☐	LT ☐	LT ☐	
Flammable and Combustible Item	Flammable or combustible item is on or within 3 feet of an appliance that provides heat for thermal comfort or a fuel-burning water heater. OR Improperly stored chemicals.	LT ☐	LT ☐	LT ☐	
Floor	Floor substrate is exposed.	M ☐	M ☐		
	Floor component(s) is not functionally adequate.	M ☐	M ☐		
Food Preparation	Food preparation area is not present.*	*M ☐			
	Food preparation area is damaged or is not functionally adequate.	M ☐	M ☐		

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Foundation	Foundation is cracked.	M ☐	M ☐	M ☐	
	Foundation has exposed rebar or foundation is spalling, flaking, or chipping.	M ☐	M ☐	M ☐	
	Foundation is infiltrated by water.	M ☐	M ☐	☐	
	Foundation support post, column, beam, or girder is damaged.	M ☐	M ☐	M ☐	
	Foundation vent cover is missing or damaged.	☐	☐	M ☐	
Garage Door	Garage door has a hole.	M ☐	M ☐	M ☐	
	Garage door does not open, close, or remain open or closed.	M ☐	M ☐	M ☐	
Guardrail	Grab bar is not secure.	M ☐	M ☐	☐	
	Guardrail is missing or not installed.*	*LT ☐	*LT ☐	*LT ☐	
	Guardrail is not functionally adequate.	LT ☐	LT ☐	LT ☐	
Handrail	Handrail is missing.	M ☐	M ☐	M ☐	
	Handrail is not secure.	M ☐	M ☐	M ☐	
	Handrail is not functionally adequate.	M ☐	M ☐	M ☐	
	Handrail is not installed where required.	☐	L ☐	L ☐	
HVAC	The inspection date is on or between October 1 and March 31 and the permanently installed heating source is not working or the permanently installed heating source is working and the interior temperature is below 64 degrees Fahrenheit.*	*LT ☐	☐	☐	
	The inspection date is on or between October 1 and March 31 and the permanently installed heating source is working and the interior temperature is 64 to 67.9 degrees Fahrenheit.*	*S ☐	☐	☐	
	Air conditioning system or device is not operational.	M ☐	L ☐	☐	
	Unvented space heater that burns gas, oil, or kerosene is present.*	*LT ☐	*LT ☐	☐	
	Combustion chamber cover or gas shutoff valve is missing from a fuel burning heating appliance.	LT ☐	LT ☐	☐	
	Heating system or device safety shield is damaged or missing.	S ☐	S ☐	☐	
	The inspection date is on or between April 1 and September 30 and a permanently installed heating source is damaged, inoperable, missing, or not installed.*	*M ☐	*M ☐	☐	
	Fuel burning heating system or device exhaust vent is misaligned, blocked, disconnected, improperly connected, damaged, or missing.	LT ☐	LT ☐	LT ☐	
	The inspection date is on or between October 1 and March 31 and the permanently installed heating source is inoperable.	☐	M ☐	☐	
Infestation	Evidence of cockroaches.	M ☐	M ☐	☐	
	Extensive cockroach infestation.	S ☐	M ☐	☐	
	Evidence of bedbugs.	M ☐	M ☐	☐	
	Extensive bedbug infestation.	S ☐	M ☐	☐	
	Evidence of mice.	M ☐	M ☐	☐	
	Extensive mouse infestation.	S ☐	M ☐	☐	
	Evidence of rats.	M ☐	M ☐	M ☐	
	Extensive rat infestation.	S ☐	S ☐	☐	
	Evidence of other pests.	M ☐	M ☐	☐	

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Leak - Gas/Oil	Natural gas, propane, or oil leak.	LT ☐	LT ☐	LT ☐	
Leak - Sewage	Blocked sewage system.	S ☐	S ☐	S ☐	
	Leak in sewage system.	S ☐	S ☐	S ☐	
	Cap to the cleanout or pump cover is detached or missing.	M ☐	M ☐	M ☐	
	Cleanout cap or riser is damaged.	M ☐	M ☐	M ☐	
Leak - Water	Environmental water intrusion.	M ☐	M ☐	☐	
	Plumbing leak.	M ☐	M ☐	L ☐	
	Fluid is leaking from the sprinkler assembly.	M ☐	M ☐	L ☐	
Lighting - Auxiliary	Auxiliary lighting is damaged, missing, or fails to illuminate when tested.	☐	S ☐	S ☐	
Lighting - Exterior	A permanently installed light fixture is damaged, inoperable, missing, or not secure.	☐	☐	M ☐	
Lighting - Interior	A permanently installed light fixture is inoperable.	M ☐	M ☐	☐	
	A permanently installed light fixture is not secure.	M ☐	M ☐	☐	
	At least one (1) permanently installed light fixture is not present in the kitchen and bathroom.*	*M ☐	*M ☐	☐	
Litter	Litter is accumulated in an undesignated area.	☐	M ☐	L ☐	
Minimum Electrical and Lighting	At least two (2) working outlets are not present within each habitable room. OR At least one (1) working outlet and one (1) permanently installed light fixture is not present within each habitable room.*	*M ☒	☐	☐	
Mold-Like Substance	Presence of mold-like substance at moderate levels is observed visually.	M ☐	L ☐	☐	
	Presence of mold-like substance at high levels is observed visually.	S ☐	M ☐	☐	
	Presence of mold-like substance at extremely high levels is observed visually.	LT ☐	S ☐	☐	
	Elevated moisture level.	M ☐	L ☐	☐	
Parking Lot	Parking lot has any one pothole that is 4 inches deep and 1 square foot or greater.	☐	☐	M ☐	
	Parking lot has ponding.	☐	☐	M ☐	
Potential Lead-Based Paint Hazards - Visual Assessment	Paint in a Unit or Inside the target property is deteriorated – below the level required for lead-safe work practices by a lead-certified firm or for passing clearance.	M ☐	M ☐	☐	
	Paint in a Unit or Inside the target property is deteriorated – above the level required for lead-safe work practices by a lead-certified firm and passing clearance.	S ☐	S ☐	☐	
	Paint Outside on a target property is deteriorated – below the level required for lead-safe work practices by a lead-certified firm or for passing clearance.	☐	☐	M ☐	
	Paint Outside on a target property is deteriorated – above the level required for lead-safe work practices by a lead-certified firm and passing clearance.	☐	☐	S ☐	
Private Roads and Driveways	Road or driveway access to the property is blocked or impassable for vehicles.	☐	☐	S ☐	
	Road or driveway has any one pothole that is 4 inches deep and 1 square foot or greater.	☐	☐	M ☐	
Refrigerator	Refrigerator is inoperable such that it may be unable to safely and adequately store food.	M ☐	M ☐	☐	
	Refrigerator component is damaged such that it impacts functionality.	M ☐	M ☐	☐	
	Refrigerator is missing.*	*M ☐	☐	☐	

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Retaining Wall	Retaining wall is leaning away from the fill side.			M ☐	
	Retaining wall is partially or completely collapsed.			M ☐	
Roof Assembly	Restricted flow of water from a roof drain, gutter, or downspout.			M ☐	
	Gutter component is damaged, missing, or unfixed.			M ☐	
	Roof surface has standing water.			M ☐	
	Substrate is exposed.			M ☐	
	Roof assembly has a hole.			M ☐	
	Roof assembly is damaged.			M ☐	
Sharp Edges	A sharp edge that can result in a cut or puncture hazard is present.	S ☐	S ☐	S ☐	
Sidewalk, Walkway, Ramp	Sidewalk, walkway, or ramp is blocked or impassable.			M ☐	
	Sidewalk, walkway, or ramp is not functionally adequate.			M ☐	
Sink	Sink or sink component is damaged or missing and the sink is not functionally adequate.	M ☐	L ☐		
	Water is directed outside of the basin.	L ☐	L ☐		
	Sink is not draining.	M ☐	M ☐		
	Sink is improperly installed, pulling away from the wall, leaning, or there are gaps between the sink and wall.	M ☐	M ☐		
	Sink component is damaged or missing and the sink is functionally adequate.	L ☐	L ☐		
	Cannot activate or deactivate hot and cold water.*	*M ☐	M ☐		
	Sink is missing or not installed within the primary kitchen.*	*M ☐			
Site Drainage	Water runoff is unable to flow through the site drainage system.			L ☐	
	Erosion is present.			L ☐	
	Grate is not secure or does not cover the site drainage system's collection point.			M ☐	
Smoke Alarm	Smoke alarm is not installed where required.*	*LT ☐	*LT ☐		
	Smoke alarm is obstructed.	LT ☐	LT ☐		
	Smoke alarm does not produce an audio or visual alarm when tested.	LT ☐	LT ☐		
Sprinkler Assembly	Sprinkler head assembly is encased or obstructed by an item or object that is within 18 inches of the sprinkler head.	LT ☐	LT ☐	LT ☐	
	Sprinkler assembly component is damaged, inoperable, or missing and it is detrimental to performance.	LT ☐	LT ☐		
	Sprinkler assembly has evidence of corrosion.	LT ☐	LT ☐	LT ☐	
	Sprinkler assembly has evidence of foreign material that is detrimental to performance.	LT ☐	LT ☐	LT ☐	
Stairs	Tread is missing or damaged.	M ☐	M ☐	M ☐	
	Stringer is damaged.	M ☐	M ☐	M ☐	
Steps and Stairs	Step or stair is not functionally adequate.			M ☐	
Structure	Structural system exhibits signs of serious failure.	LT ☐	LT ☐	LT ☐	

Area	Deficiency Description	Unit	Inside	Outside	Inspector Comments
Toilet	Only 1 toilet was installed, and it is missing.	LT ☐	M ☐		
	A toilet is missing and at least 1 toilet is installed elsewhere that is operational.	M ☐	M ☐		
	Only 1 toilet was installed, and it is damaged or inoperable.	S ☐	M ☐		
	A toilet is damaged or inoperable and at least 1 toilet is installed elsewhere that is operational.	M ☐	M ☐		
	Toilet component is damaged, inoperable, or missing such that it may limit the resident's ability to safely discharge human waste.	M ☐	M ☐		
	Toilet is not secured at the base.	M ☐	M ☐		
	Toilet component is damaged, inoperable, or missing and it does not limit the resident's ability to discharge human waste.	L ☐	L ☐		
	Toilet cannot be used in private.*	*M ☐	M ☐		
Trash Chute	Chute door does not open or self-close and latch.		M ☐		
	Chute is clogged.		M ☐		
Trip Hazard	Trip hazard on walking surface.	M ☐	M ☐	M ☐	
Ventilation	Exhaust system does not respond to the control switch.	M ☐	M ☐		
	Exhaust system has restricted airflow.	M ☐	M ☐		
	Exhaust system component is damaged or missing.	M ☐	M ☐		
	Bathroom does not have proper ventilation or dehumidification.	M ☐	M ☐		
Wall - Exterior	Exterior wall covering has missing sections of at least 1 square foot per wall.			M ☐	
	Exterior wall has peeling paint of 10 square feet or more.			M ☐	
	Exterior wall component(s) is not functionally adequate.			M ☐	
Wall - Interior	Interior wall has a loose or detached surface covering.	M ☐	M ☐		
	Interior wall component(s) is not functionally adequate.	M ☐	M ☐		
	Interior wall has a hole that is greater than 2 inches in diameter or there is an accumulation of holes that are cumulatively greater than 6 inches by 6 inches.	M ☐	M ☐		
Water Heater	Temperature pressure relief (TPR) valve has an active leak or is obstructed or relief valve discharge piping is damaged, capped, has an upward slope, or is constructed of unsuitable material.	S ☐	S ☐	S ☐	
	No hot water.	S ☐	L ☐		
	The relief valve discharge piping is missing or terminates greater than 6 inches or less than 2 inches from waste receptor flood-level.	M ☐	M ☐	M ☐	
	Chimney or flue piping is blocked, misaligned, or missing.	LT ☐	LT ☐	LT ☐	
	Gas shutoff valve is damaged, missing, or not installed.	LT ☐	LT ☐	LT ☐	
Window	Window will not open or stay open.	M ☐	L ☐		
	Window cannot be secured.	M ☐	L ☐		
	Window will not close.	S ☐	M ☐		
	Window component is damaged or missing and the window is not functionally adequate.	M ☐	M ☐		

Note: This checklist is not a standards form and is not required for use. The form or its data should not be submitted to HUD, and will not be collected or maintained by HUD. No PII data should be submitted, nor will it be collected. The housing authority or owner is responsible for compliance with the HUD NSPIRE Standards per the NSPIRE Final Rule (88 FR 30442) and accompanying Federal Register Notices (88 FR 40832, 88 FR 66882).