

Smoke Alarms:

At the beginning of every new tenancy (lease agreement) the landlord is responsible to make sure that the smoke alarm is in proper working condition.

During the term of the lease, the tenant is responsible to replace dead batteries, and to make sure the smoke alarm is in good working condition.

Tenants can be assessed a \$250.00 fine by the landlord for tampering with a smoke alarm.

Refer to this website for more information:
http://www.oregon.gov/OSP/SFM/docs/Comm_Ed/Oregon_lawREsmokealarmsfactsheet.pdf?ga=t



Test every 6 months

****Please only leave ONE message, with a good phone number and voicemail, the inspector will respond to you within 24 hours.****
Housing Email: housing@cityofsalem.net
Website: www.cityofsalem.net/sha

Dan Petersen: 503-588-6467 Dpetersen@cityofsalem.net
Pam Dunz: 503-763-3102 Pdunz@cityofsalem.net
FAX: 503-588-6465

Inspectors:

Salem Housing Authority Section 8 Housing Choice Voucher Program Guide to HQS Inspections



503-588-6368
Salem Housing Authority
360 Church St SE
Salem, OR 97301



Drug & Violence-Free Housing
The Salem Housing Authority is committed to promoting drug and violence-free housing.



The following guide will help you prepare your home for a Housing Quality Standard (HQS) Inspection. Check each item to help ensure that your unit passes inspection the first time. If you have any items in need of repair, please notify your landlord immediately in writing, so repairs can be made prior to your inspection if possible.

This inspection is extremely important. It ensures that you are living in a safe, affordable, decent housing unit. If the inspector does not approve unit and the items are not corrected, you may lose your housing voucher. *Missing your inspection appointment will count as a missed appointment and is a violation of your family obligations under the Section 8 Housing Choice Voucher Program. You may have an adult (anyone over the age of 18) present if you are not able to attend.*

General Information

1. All rooms, personal possessions, yard and out should be reasonably clean and in order to allow the inspector to move about from room to room with ample walking space so that windows, electrical outlets, outbuildings and the entire premises can be properly inspected.
2. All dogs must be confined. *No exceptions.*
3. Stove tops should be free of pots, pans, teapots and covers.
4. All sink basins and tubs should be free of standing water (e.g. no dishes soaking)
5. Raise up *all* mini-blinds and open all curtains to expose windows and locks.
6. Unlock all garages, sheds, storage closets etc.. before inspector arrives. Many units do not pass inspection due to the inability to locate a key at the last minute. We cannot pass it if we cannot inspect it.
7. Provide access to hot water tanks.

Common maintenance items that tenant should promptly report to owner/ landlord in writing

1. Tenant should always promptly report to owner/landlord any plumbing leak or drip from faucets, spouts, valves or flushed toilets that continue to run. Also, report any slow drains or water seepage from base of toilet.
2. Broken cracked or scorched electrical outlet covers plates or light switch plates.
3. Daylight visible around doors.
4. Broken or ineffective door and window locks. Severely split doorjamb. You may use a wooden dowel as a window lock *only* if it sturdy and cut to fit securely.
5. *Any* electrical fixture that has been knocked or bumped loose from walls, ceiling or exterior siding.
6. Loose, frayed or holes in floor coverings, exposed carpet tack strips.
7. Non working range top elements (burners). All should be intact and working. Baking element must be in working order and all knobs and burner trays must be intact.

If the unit was built before 1978 and you have children under the age of six (6) any peeling paint will fail the inspection. Any work that is done to correct peeling paint should be completed using safe work practices. Refer to: <http://www.oregon.gov/DHS/ph/leadpaint/docs/firmlist.pdf>

Reasons for a unit to fail inspection

1. Smoke alarms not working. Battery must be pushed tight against terminals if your unit is battery operated. Two story units require a smoke alarm on each floor. (i.e. Wired smoke alarms *must* be replaced with wired smoke alarms, not battery operated one.)
2. Ineffective freezer door insulation due to ice build-up. If the freezer door will not close to the normal position, *it fails.*
3. Natural gas service has been disconnected. A base rate for gas appliances has been figured into your utility allowances for 12 months.
4. Excessive lint/dirt buildup and laundry buildup around the washer and dryer electric and plumbing. If your dryer is inside your unit, it *must* vent to the outside. Check your flex hose and all connections.
5. Unsanitary food preparation surface (kitchen). Common fail items are unsanitary refrigerators, cabinet, under the kitchen sink and floors.
6. Unsanitary hygiene areas (bathroom). Common fail items are unsanitary sinks, tub, toilet, base of toilet and floor around toilet.
7. *Any* broken glass. This includes windows, mirrors, light fixtures lenses/sconces, and any other cutting hazard such as a sharp chip broken off the toilet tank lid.
8. Exterior debris, litter, tall dry weeds, unwanted furniture, non-working appliances, and more than one non-running automobile or "project vehicle".
9. Moldy areas. It is the *tenants* responsibility to clean all mold from the windows, walls, ceilings etc.. Refer to EPA website at: <http://www.epa.gov/mold/>

