



City of Phoenix
HOUSING DEPARTMENT
SECTION 8 DIVISION

Section 8 Housing Quality Standard Inspection Program

Dear Section 8 Participant:

This letter describes the Section 8 Housing Quality Standard Inspection Program. The unit to be inspected must comply with [Federal housing quality standards](#) and minimum local housing codes. In order to ensure that your prospective housing meets a minimum standard of quality, an inspection will need to be conducted.

To assist you with this process a list of questions and answers as follows:

How do I arrange for an inspection?

The landlord must fill in all required information on the **Request for Tenancy Approval Form**. It is the prospective tenant's responsibility to return this form immediately to the Section 8 office at 830 East Jefferson Street. If Section 8 determines the requested rent is reasonable, an inspection request is submitted.

How long does it take for an initial inspection to be scheduled?

After the Inspector receives the Property Inspection Request, he/she will contact the owner or agent within ten working days to schedule a date and time for your inspection. Inspections are scheduled on a first come first served basis and are normally conducted within two weeks.

What will the inspector be looking for?

Inspectors conducting Section 8 inspections will be looking for health and safety items along with Federal housing quality standards. Examples of items normally inspected are listed on the letter.

What happens if the unit fails the initial inspection?

In order for the inspector to approve the unit, all discrepancies noted on the original report must be re-inspected and approved. In most cases, necessary improvements or repairs must be completed within thirty days of the initial inspection. Should the owner decide to cancel he/she must contact the Section 8 office twenty-four hours prior to the scheduled inspection.



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Who should I contact if I have a question on an item cited for repair?

Questions about inspection requirements can be answered by calling 602-262-6468 (be sure to indicate this is a Section 8 inspection and give the address). If you wish to talk with a specific inspector who conducted your inspection, he/she will usually return your call between 3:00 p.m. – 5:00 p.m. Please allow up to three working days for the return call.

Will I get the same inspector on the follow-up inspections?

In most cases, the same inspector will conduct the initial inspection and the re-inspections.

How do I know when the inspection has passed?

Keep in touch with your prospective landlord to find out the status of the unit to be inspected. Upon final inspection approval, the owner or agent meeting the inspector at the unit will be notified of the status and given a copy of the inspection report.

How can I speed the process?

The inspection process time can be shortened by being sure that the unit is ready for the inspection and all items will pass (please see below the items inspected). If this is an initial inspection, the owner or his/her representative must be present. If it is an annual inspection (the required annual inspection of a unit already under contract with the voucher program), we strongly encourage the owner or his/her representative to be present. If, the owner is not represented at the annual inspection, s/he waives the right to contest any failed item or subsequent abatement of rent or contract termination.



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EXAMPLES OF ITEMS INSPECTED

The following list is provided as examples of items normally inspected as part of the Housing Safety Inspection Program. This list is not all inclusive but indicative of inspection requirements.

ELECTRICAL

- a. Is the main electrical service panel adequate for the residence?
- b. Are the main electrical service panel receptacles and appliances properly grounded?
- c. Are there proper size type "S" fuses and adapters for all outside receptacles?
- d. Are there rain tight outlets, boxes and covers for all outside receptacles?
- e. Are there any missing and broken receptacles, switches, cover plates, junction boxes, light fixtures, globes and shields?
- f. Is there any extension cord wiring used as permanent wiring?
- g. Are there adequate 20 amps. minimum grounded appliance circuits for clothes dryer, cooler, disposal/dishwasher?

WATER HEATERS

- a. Is there a U.L. approved type vent cap?
- b. Is there an approved vent pipe?
- c. Is there an approved pressure relief valve?
- d. Is there a full size discharge line (3/4") to drain to an approved drain or outside?
- e. Is there an A.G.A. approved gas cock and gasflex line?
- f. Is there a cold water shut-off valve?

FURNACE

- a. Is there a U.L. approved type vent cap?
- b. Is there an approved vent pipe?
- c. Is there sufficient combustion air for furnace enclosure?
- d. Is there a A.G.A. approved gas cock and gasflex line?
- e. Is there adequate heating for the entire residence?

GAS

- a. Are there A.G.A. approved gas cocks and flex lines for kitchen range and/or oven/gas dryer?
- b. Is all gas piping secure?
- c. Are there gas meters in driveways or too close to exterior water heaters or evaporative coolers?



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PLUMBING

- a. Is there an approved vent, standpipe and drain for clothes washer?
- b. Are water closets properly sealed and secured?
- c. Is there a main cold water gate valve?
- d. Is there any leaking or corroded drain piping under kitchen sink or lavatory?
- e. Are there any leaking swing sets for kitchen sink, center set for lavatory, tub faucets and exterior hose bibs?

STRUCTURAL

- a. Are there approved joist hangars, framing anchors to secure carport roof rafters to fascia?
- b. Are there approved joist hangars, framing anchors to secure patio roof to fascia?
- c. Are the window bars on bedroom constructed so bars can be opened without the use of key or special tools?

SAFETY

- a. Workable locks on all operable windows, bathroom doors and outside doors
- b. All floor covering good quality – NO BARE CONCRETE FLOORS (either tile or carpet).
- c. Doors, windows, drawers and all hardware must be in good operating condition.
- d. Rodents and insects properly exterminated.
- e. No broken or cracked window panes.

APPEARANCE

- a. Are exterior walls and trim painted and free from repair needs?
- b. Are interior walls and ceilings clean and free from repair needs?
- c. Good roofing – free from leaks.
- d. Yard free of debris.

ROOM QUALIFICATIONS

- a. Separate entrance for each bedroom off common hallway.
- b. Bedrooms must have suitable storage for clothes.
- c. Bedrooms 70 square feet minimum size.
- d. In multi-bedroom units, common bathroom accessible from a common entrance.
- e. Bedrooms must have one window meeting egress requirements.

SMOKE DETECTORS REQUIRED

- a. Minimum one per floor.

SITE AND ENVIRONMENT

- a. Does the site and adjacent structures promote a healthful and safe neighborhood environment?