



**HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT  
COMMERCIAL DIVISION**

# Minimum Property Standards (MPS) Checklist

## Property

**General Information**

Full Address (including Street, City, County, State, Zip):	Type of Inspection: <input type="checkbox"/> Initial <input type="checkbox"/> Follow-Up <input type="checkbox"/> Special	Date of Inspection (mm/dd/yyyy)
Inspector:		
Summary Decision of Property: <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Inconclusive		

**A. Exterior Property Components**

Item No.	1. Trees, Bushes & Lawn	Yes Pass	No Fail	In-Conc.
1.1	Are property lawns, shrubs, bushes, hedges, trees and plants maintained in a manner that promotes an aesthetic environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Are property lawns, shrubs, bushes, hedges, trees and plants maintained in a manner that does not obstruct the safety of the public such as: vehicular or pedestrian traffic; wholly or partially concealing or interfering with the use of any hydrant or water valves; overhangs or encroach upon any pavement, sidewalk or travelled portion of any street or highway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Do the lawns on the property provide a suitable ground cover to prevent instability and erosion of the soil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Is the landscape free of any holes or depressions of more than 6" in diameter that could be a safety hazard or cause drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Are the trees on the property free of any dead, diseased, decayed or damaged trees that could be a safety hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Are buildings on the property free of safety hazards caused of trees or branches that could damage the structural integrity of the structure or pose a danger to electrical wiring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Are A/C condenser units and electrical panels clear of shrubs, hedges, weeds, trees and plants that interfere with its operation and access for repairs and maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item No.	2. Garbage & Debris	Yes Pass	No Fail	In-Conc.
2.1	Is the property clean and free from accumulations of junk, rubbish, brush, refuse, litter, garbage and other debris that can create unhealthy or hazardous conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Are there designated trash receptacles at each apartment building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Are trash receptacles maintained in a clean condition without holes or spillage that prevents the escape of offensive odor or debris to accumulate in a manner that would present a life, health and safety issue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Are commercial or on-site large garbage containers maintained in a manner that will not attract pests, create a health or other hazard, or obstruct an emergency route, recreation facility, parking area, driveway or walkway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.5	Are commercial or on-site large garbage containers enclosed on all sides by wall or solid fence at least 6' high with an adequate door or gate to allow for the removal of garbage or refuse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Is the property clear of any improperly stored construction materials or firewood that could present a life, health and safety issue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7	Is the property free of bulk trash, including refrigerators, stoves, washers, dryers and other appliances; unlicensed automobiles and other vehicles on the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8	Are unenclosed porches, balconies, and pedestrian hallways, stairways and common areas maintained free of garbage, debris or discarded furniture or appliances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item No.</b>	<b>3. Grading &amp; Drainage of Property</b>	<b>Yes Pass</b>	<b>No Fail</b>	<b>In-Conc.</b>
3.1	Is the property graded & maintained so no stagnant water will accumulate on the property or around any building on the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Is the property graded & maintained to prevent unstable soil conditions or erosion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Are ground areas around buildings & structures sloped away to eliminate standing water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Are catch basins, storm drains, ditches maintained free from defects and obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Is condensation discharge from A/C window units maintained so as not to discharge onto the exterior wall of a building, pedestrian walkways, sidewalk or street?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item No.</b>	<b>4. Storm Gutters &amp; Splash Blocks</b>	<b>Yes Pass</b>	<b>No Fail</b>	<b>In-Conc.</b>
4.1	Are gutters & downspouts securely fastened to the building structure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Are gutters & downspouts maintained watertight and free from leaks and obstructions & hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Is discharge from downspouts directed to discharge in a manner so as not to cause damage to any adjoining property or create a hazardous condition to any stairway, walkway or street?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Are gutters & downspouts protected by a suitable finishing material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Are there splash-blocks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item No.</b>	<b>5. Pest Control</b>	<b>Yes Pass</b>	<b>No Fail</b>	<b>In-Conc.</b>
5.1	Is the property (including trash containers, common areas and parking areas) free of rodents, vermin, insects and other pests and from conditions which may encourage infestation by pests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item No.</b>	<b>6. Fence Maintenance</b>	<b>Yes Pass</b>	<b>No Fail</b>	<b>In-Conc.</b>
6.1	Are fences and enclosures around or on a property and structures maintained in a structurally sound condition and vertical & plumb?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Is there any part of a fence or enclosure on the property that creates an illegal entry and access way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Are fences, barriers, retaining walls kept free of posters and graffiti?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item No.</b>	<b>7. Vacant Buildings</b>	<b>Yes Pass</b>	<b>No Fail</b>	<b>In-Conc.</b>
7.1	Are vacant or unoccupied buildings protected against the risk of fire, accident or intentional damage to the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Are vacant or unoccupied buildings maintained in a way that does not cause damaged to other adjoining properties or entry by unauthorized persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Are vacant or unoccupied buildings damaged by accident, storm, neglect or other causes protected against further risk of further damage, accident or other dangers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	Are there any structures on the property that is in a state of disrepair or collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item No.</b>	<b>8. Non-Dwelling Structures</b>	<b>Yes Pass</b>	<b>No Fail</b>	<b>In-Conc.</b>

8.1	Are non-dwelling buildings maintained with suitable and uniform materials, kept in good repair, free from hazards, and protected by paint?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Are laundry rooms, recreation rooms and any other ancillary rooms and facilities, amenities and associated equipment kept clean and maintained in a safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Are laundry rooms provided with hot & cold running water and have a trapped floor drain connected to the drainage system and capable of adequately draining the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item No.</b>	<b>9. Steps, Sidewalks, Driveways, Parking Lots &amp; Paving</b>	<b>Yes Pass</b>	<b>No Fail</b>	<b>In-Conc.</b>
9.1	Are surfaces areas of steps, sidewalks, parking lots & driveways and similar areas maintained in good condition for safe passage under normal use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2	Are all sidewalks, driveways & parking lots maintained and free from obstructions, defects, uneven joints, tripping hazards, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.3	Are all areas used for vehicular traffic or the parking paved with asphalt or concrete maintained in good condition and free from major cracks, pot-holes and ruts that can pose a danger to residents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.4	Are parking lots properly maintained in a way to prevent water ponding and direct water from the walls of all buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Item No.</b>	<b>10. Miscellaneous</b>	<b>Yes Pass</b>	<b>No Fail</b>	<b>In-Conc.</b>
10.1	Is water in swimming pools kept clean and in a sanitary condition free from obnoxious odors and conditions likely to create a breeding environment for insects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2	Are surrounding swimming pool surface areas for walking and relaxing kept clean of dirt, mold, mildew, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.3	Do all building structures on the property have adequate signage for clear identification where the information on the sign is clearly legible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.4	Are the signs on the property maintained in good condition & not to be broken or excessively weathered or faded, worn, peeled or cracked finish?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.5	Are there mail boxes or mail receptacles on the property maintained in good condition where identification information on the mail box is clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.6	Are all antennas, satellite dishes, lightning rods and other similar structures and their supporting members maintained in a safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.7	Are elevators maintained in a clean condition and certified to be in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.8	Are elevator parts and appendages, including lighting fixtures, lamps, elevator buttons, floor indicators and ventilation fans, kept in good condition and operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.9	Are A/C condenser coolant lines insulated to insure optimum performance where insulation is not torn or worn out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## MINIMUM PROPERTY STANDARDS (MPS) INSPECTION FORM

### Inspector's Certification

I understand and acknowledge that housing units assisted with federal HOME funds must be thoroughly inspected to ensure compliance with United States Department of Housing and Urban Development (HUD) Housing Quality Standards (HQS). I hereby certify the above-referenced housing unit was inspected in accordance with the requirements of the HOME Program and the property complies with HQS requirements.

**WARNING:** Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

**Signature of Person Performing Inspection:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Inspection