Dayton landlord inspection prep checklist (GDPM voucher units)

DRAFT · ATK Inspections · Check each box the week before inspection day. **GDPM voucher inspections use HQS today (pass/fail).** HUD's NSPIRE standard, required for all voucher programs by Feb 1, 2027, rates each problem by severity and sets a repair deadline for it. Fixing these items covers both.

Before the inspector arrives

- ☐ Electric, gas, and water on. Water heater lit.
- ☐ An adult with keys. Every room, basement, garage, and shed unlocked. GDPM checks outbuildings even if the tenant can't use them.
- ☐ Pets put away. Appliances that don't work are removed.

Fire and life safety

- ☐ Working smoke alarm on every level and in or near every sleeping area. Replacements should be hardwired or sealed 10-year units (confirm what your GDPM notice requires).
- ☐ CO alarm if there's a gas appliance, fireplace, or attached garage.
- ☐ Exit doors have no double-keyed deadbolts. Thumb-turn inside.
- ☐ Bedroom windows open and stay open. Not painted or nailed shut.
- ☐ Furnace and water heater flue pipes connected, no gaps or holes. No gas smell.
- ☐ Gas shutoff and burner cover on each appliance. No gas water heater or furnace in a bedroom closet.
- ☐ Water heater relief valve pipe in place, sloping down, uncapped, ending about 6 in. above the floor. Nothing stored within 3 ft.
- ☐ Dryer vented outside with aluminum flex duct, lint-free.
- ☐ No unvented gas or kerosene space heaters.

Electrical

- ☐ Cover plate on every outlet and switch. No open boxes or bare wires.
- ☐ GFCI outlets within 6 ft of water, outside, and in the garage. Press TEST, then RESET.
- ☐ Fridge near the sink is on its own circuit, not the GFCI.
- ☐ Panel cover on, empty slots blanked, nothing stored in front of it.
- ☐ Two working outlets per room. Kitchen and bath have a permanent light.

Kitchen

- ☐ All burners and the oven heat. Every knob is on.
- ☐ Fridge stays cold and the door gasket seals all the way around.

Bathroom and plumbing

- ☐ Hot and cold water at every sink and tub. No leaks. Drains work.
- ☐ Exhaust fan vented outside, or a window that opens and has a screen.
- ☐ No mold-like growth. The moisture source is fixed, not painted over.
- ☐ New toilet seat for an initial inspection. Cracked tank lid replaced.
- ☐ Basement toilet vented and behind a privacy door, or removed and capped.

Heat

- ☐ Furnace serviced and heating every living room.

Doors, windows, stairs, floors

- ☐ Windows reachable from outside lock. No cracked glass.
- ☐ Entry doors lock, latch, and seal.
- ☐ Handrail on any stair with 4 or more steps. Guardrails on raised porches and decks.
- ☐ No torn carpet, loose flooring, or heaved sidewalks.

Paint, pests, outside

- ☐ Built before 1978? Peeling paint fixed with lead-safe work practices, inside, outside, and between window sashes.
- ☐ No sign of pests. Keep the exterminator's invoice.
- ☐ Trash in covered containers. Yard clear of debris.
- ☐ House number readable from the street.
- ☐ Gutters, downspouts, roof, and siding in good shape.

Process at GDPM today: the inspection happens within 15 days of the RFTA. If the unit fails, you fix the items and call the inspector to schedule the re-inspection. Life-threatening items must be fixed within 24 hours. This is ATK's prep guide, not GDPM's or HUD's official checklist. GDPM decides the outcome and the deadlines, and a prep walk doesn't guarantee a pass. Not legal advice.

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Want a prep walk before GDPM shows up? Email info@atkinspections.com with the address, number of units, and inspection date.