

WALTHAM HOUSING AUTHORITY

110 Pond Street, Waltham, MA 02451 | Tel: 781-894-3357

NOTICE TO ALL SECTION 8 LANDLORDS AND PROPERTY OWNERS

RE: NSPIRE INSPECTION STANDARDS AND LANDLORD REQUIREMENTS

Dear Landlord/Property Owner:

The Waltham Housing Authority (WHA) would like to remind all participating landlords and property owners that WHA is currently conducting Housing Choice Voucher (Section 8) inspections using HUD's National Standards for the Physical Inspection of Real Estate (NSPIRE).

NSPIRE focuses on ensuring that assisted housing is safe, functional, sanitary, and free of health and safety hazards. All units participating in the Section 8 Housing Choice Voucher Program must meet the applicable inspection requirements in order to remain eligible for Housing Assistance Payments (HAP).

LANDLORD RESPONSIBILITIES

Moving forward, landlords and property managers are responsible for ensuring that assisted units are maintained in accordance with NSPIRE requirements.

Prior to a scheduled inspection, owners should review the unit and make sure that all required systems, equipment, fixtures, and safety devices are present, operational, and in good repair.

Particular attention should be given to, but is not limited to:

- Smoke alarms in all required bedroom and living areas, and carbon monoxide alarms
- Electrical outlets, wiring, panels, and other electrical hazards
- Heating systems and adequate heat
- Hot and cold running water and water heaters
- Plumbing, sinks, toilets, bathtubs, and showers
- Windows and exterior/entry doors, locks, and unit security
- Cooking appliances
- Interior walls, ceilings, and floors
- Steps, stairs, handrails, and trip hazards
- Ventilation
- Pest or infestation concerns
- Mold, moisture, and water intrusion
- Structural conditions
- Fire and other health and safety hazards

ACCESS FOR INSPECTIONS

Landlords must cooperate with WHA and its inspection contractor to ensure that the unit is accessible for scheduled inspections and re-inspections.

Please make sure that the tenant and/or an authorized representative is aware of the scheduled inspection and that the inspector can access all areas that are required to be inspected.

FAILED INSPECTIONS AND REPAIRS

If a unit fails an NSPIRE inspection, the landlord will receive notification identifying the deficiencies that must be corrected.

The owner is responsible for completing owner-related repairs within the timeframe provided by WHA.

Life-threatening deficiencies require immediate attention and must be corrected within the required 24-hour timeframe. Other failed items must be corrected within 30 days or within the timeframe stated on the inspection notice.

When WHA permits correction through documentation or self-certification, all requested forms, photographs, invoices, pest-control reports, work orders, or other supporting documentation must be submitted by the deadline provided.

Submission of documentation does not automatically clear a failed inspection. WHA must review and accept the documentation or verify the correction before the deficiency is considered resolved.

FAILURE TO COMPLETE REQUIRED REPAIRS

Failure to correct deficiencies or provide required documentation within the established timeframe may result in further enforcement action, including:

- **Failed re-inspection**
- **Housing Assistance Payment (HAP) abatement**
- **Withholding of HAP payments**
- **Termination of the HAP Contract, when applicable**

Landlords should not wait until an inspection is scheduled to address known maintenance or health and safety concerns. Assisted units must continue to meet applicable housing quality requirements throughout the assisted tenancy.

MOVING FORWARD

Waltham Housing Authority strongly encourages all landlords and property managers participating in the Section 8 Program to become familiar with HUD's NSPIRE standards and to inspect their units regularly.

Our goal is to work cooperatively with our participating landlords while ensuring that all WHA-assisted families reside in housing that is safe, sanitary, functional, and properly maintained.

Please retain this notice for your records and provide a copy to any property manager or maintenance personnel responsible for your Section 8 assisted units.

If you have questions regarding an inspection, failed item, required documentation, or repair deadline, please contact the Waltham Housing Authority Section 8 Department.

Thank you for your continued cooperation and participation in the Waltham Housing Authority's Housing Choice Voucher Program.

Sincerely,

Waltham Housing Authority

Section 8 Department

110 Pond Street, Waltham, MA 02451

781-894-3357

WALTHAM HOUSING AUTHORITY

SECTION 8 - NSPIRE LANDLORD PRE-INSPECTION CHECKLIST

Use this checklist before initial, periodic, complaint, and re-inspections.

Tenant: _____	Unit: _____
Owner/Manager: _____	Inspection Date: _____

LIFE SAFETY

☐	Smoke alarms are present in required locations, securely installed, and working.
☐	Carbon monoxide alarms are present where required and working.
☐	No exposed wiring, open electrical boxes, missing covers, damaged outlets, or other electrical hazards.
☐	Electrical panel is accessible and has no obvious unsafe condition.
☐	Required exits and paths of egress are accessible and not blocked.
☐	No active fire hazards or other immediately dangerous conditions.

HEATING, WATER & PLUMBING

☐	Heating system is operating and the unit has adequate heat.
☐	Hot and cold running water are available.
☐	Water heater is properly installed and shows no obvious leak or unsafe condition.
☐	Sinks, toilets, tubs, and showers operate properly and do not have active leaks.
☐	Plumbing/drainage is functional with no sewage backup or serious leakage.

DOORS, WINDOWS & SECURITY

☐	Exterior/entry doors close, latch, lock, and are secure.
☐	Windows are functional and free of serious damage or hazards.
☐	Required locks and security hardware are operational.
☐	No broken glass or other sharp-edge hazards.

INTERIOR & APPLIANCES

☐	Floors, walls, and ceilings are free of serious holes, deterioration, or hazards.
☐	Stairs, steps, railings, and walking surfaces are secure and free of trip/fall hazards.
☐	Cooking appliances provided with the unit are present, functional, and safe.
☐	Ventilation is functional where required.
☐	No significant mold, moisture, or active water intrusion is present.

PESTS, STRUCTURE & GENERAL CONDITIONS

☐	No evidence of serious infestation; pest treatment documentation is available when requested.
☐	Unit and building areas related to the assisted unit are free of serious structural hazards.
☐	No accumulation of garbage, blocked access, or other health/sanitation hazards.
☐	Owner-known maintenance issues have been repaired before the inspection.

INSPECTION READINESS & FOLLOW-UP

☐	Tenant/authorized adult knows the inspection date and access to all required areas is available.
☐	Utilities are on and owner-provided equipment can be tested.
☐	Previous failed items have been fully corrected before a re-inspection.
☐	Requested photos, self-certifications, invoices, pest reports, or work orders are ready for WHA when applicable.

IMPORTANT REPAIR DEADLINES

Life-threatening deficiencies: Correct within the required 24-hour timeframe.

Other failed items: Correct within 30 days or within the timeframe stated on the WHA inspection notice.

This checklist is a preparation tool and is not a substitute for the complete HUD NSPIRE standards or the official WHA inspection report. A checked item does not guarantee that a unit will pass inspection.