«LetterDate»

«HHName»

«HHAddress»

Dear «HHName»:

You have been granted an extension of time to repair the unit listed above. You must have repairs completed and the unit must receive a “pass” inspection on or before «duedate». If you don’t receive a “pass” inspection by that date the Housing Authority must stop rental assistance payments (no retroactive payments). No further extensions will be granted.

Remember that the tenant can’t be held responsible for the Housing Authority portion of the rent when the landlord doesn’t maintain the unit in compliance with Housing Quality Standards.

TENANT, PLEASE TAKE NOTE:

1. You are urged to contact your landlord to ensure a “pass” inspection is obtained OR you must provide your landlord with a written notice of your intent to move. Send a copy of this notice to the Housing Authority to begin your

transfer to another unit.

2. If a “pass” inspection is not obtained by the above listed deadline, you may lose your Certificate/Voucher.

We encourage both the landlord and the tenant to resolve this matter as quickly as possible to avoid any delay in rent, loss of rent and/or loss of the tenant’s housing assistance.

Please contact our office if you have any questions (831) 454-5977.

Sincerely,

Property Management Department

*If you have a disability which precludes you from complying with this letter, please call (831) 454-5977, Monday through Thursday between 8:00 and 4:30 PM. The office is closed on Fridays.*

*Si desea una traducción en español, por favor llame al (831) 454-5977, entre 8:00 y 4:30 PM de lunes a jueves. Los viernes la oficina se encuentra cerrada.*