**USER GENERATED**

«LetterDate»

[Option: to Resident Self-Certifcation]

Household ID Number [delete]

Landlord: <<Landlord/Vendor Name>>

Unit Address: <<Unit Address>>

«ToName»

«MailAddress»

Dear «ToName»:

Your unit failed the annual Section 8 Housing Quality Standards (HQS) Inspection on <<dtInspection>>

On «dtInspected» agency conducted an inspection of the «sEntity» located at:

«InspectionAddress»

«sSeverityToken»

«failedItemToken»

In order to complete the inspection process, the items will need to be corrected before «dtActionDue».

All repairs must be made regardless of responsibility in order for the Housing Assistance Payment (HAP) contract to remain in effect. The Housing Authority, by federal regulation, can’t pay subsidy on a unit that doesn’t meet HQS, therefore, the Housing Authority may terminate housing assistance, suspend payments, abate payments, recover overpayments, and/or terminate the HAP Contract. We recommend the owner and tenant discuss the responsibility for repairs and ensure repairs are completed in the time allowed. If the family chooses to correct the HQS violation, the family should act in compliance with State law regarding tenant/landlord law and tenant’s right’s t perform repairs.

Landlords, please note:

1. If you aren’t able to make the repairs in time, call us and request an extension.
2. If payments are stopped, retroactive payments are not allowed.
3. If payments are stopped, the tenant can’t be held responsible for the Housing Authority portion of the rent.

Tenant, please note:

1. If a “pass” inspection isn’t obtained by the 30-day due date, you may be required to move.
2. If failed items listed as tenant responsibility aren’t corrected within 30 days, the Housing Authority will start the termination of housing assistance process.
3. If you aren’t satisfied with the repairs, please call the Housing Authority.

Both the landlord and tenant are encouraged to resolve these repair issues as quickly as possible. If you have questions, please call Property Management Department at (831) 454-5977.

The landlord must self-certify that the repairs have been made prior to this date: «dtAction». If the Housing Authority doesn’t receive the self-certification for all repairs by the due date, the Housing Authority must abate Housing Assistance Payments (HAP) beginning on that day. Your landlord will self-certify that all repairs have been made.

Sincerely,   
<<PHAsAgencyName>>

[Option: to Landlord for Self-Certification]

<<Resident Name>>

<<Unit Address>>

<<Landlord/Vendor Name>>

<<Vendor Address>>

Your unit failed the annual Section 8 Housing Quality Standards (HQS) Inspection on <<dtInspection>>

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«InspectionAddress»

«sSeverityToken»

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Landlords, please make all repairs and submit self-certification by «dtActionDue». If we don’t receive the self-certification for all repairs, we will abate your payments.

Sincerely,   
<<PHAsAgencyName>>

Landlord / Owner Self-Certification of Repairs

<<Resident Name>>

<<Unit Address>>

The Housing Authority offers Landlords an opportunity to Self-Certify correction of certain types of failed Housing Quality Standards. Please submit this form to self-certify that these items have been repaired by the due date. Or if you don’t want to use the online option, you can.

By signing this form I certify that repairs have been made to fix all of the fail items listed below.

On «dtInspected» our agency attempted to conduct and complete an inspection of the «sEntity» located at:

«InspectionAddress»

The following items failed the inspection and must be repairs by the due date:

**«ResultsMemo»**

**«DetailFailedNotes»**

I further acknowledge that this Self-Certification is true, correct, and complete and will be relied upon for purposes of continuing my Housing Assistance Contract. In addition, I understand that any misrepresentation in my statements may be considered to be fraud.

WARNING – TITLE 18 SECTION 1001 OF THE UNTED STATES CODE STATES THAT ANY PERSON WOULD BE GUILTY OF A FELONY FOR KNOWLINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES.

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Print Name Signature Date

[Option to Resident Re-inspection Required]

Landlord: <<Landlord/Vendor Name>>

Unit Address: <<Unit Address>>

«ToName»

«MailAddress»

Dear «ToName»:

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«sSeverityToken»

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3. If you aren’t satisfied with the repairs, please call the Housing Authority.

Both the landlord and tenant are encouraged to resolve these repair issues as quickly as possible. If you have questions, please call Property Management Department.

A “pass” inspection must be obtained by «dtActionDue». It is suggested, but not required, that items indicated as “pass with comment” be corrected to prevent them from failing in the future.

Please make all required repairs. Once the corrections have been made, please contact our office to schedule a re-inspection (831) 454-5977 Make sure an inspection can be arranged within the 30 days. Landlords, housing assistance payments must stop if your unit doesn’t pass inspection by the 30-day due date.

Sincerely,   
<<PHAsAgencyName>>

[Option to Landlord Re-inspection Required]

Tenant: <<Resident Name>>

Unit Address: <<Unit Address>>

«ToName»

«MailAddress»

Dear «ToName»:

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<<PHAsAgencyName>>