«LetterDate»

«LLName»

Unit Address: «InspectionAddress»

«ToName»

«MailAddress»

Dear «ToName»:

Your unit failed the annual Section 8 Housing Quality Standards (HQS) Inspection on «dtInspected»

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.

«CertPara»

Sincerely,   
<<PHAsAgencyName>>