«LetterDate»

«LLName»

«ToName»

«MailAddress»

Dear «ToName»:

During the initial inspection of your property the item(s) listed on the following page were identified as being in need of repair, correction or improvement.

This/these item(s) must be corrected before we can execute the Housing Assistance Payments Contract on behalf of the tenant listed above.

It is suggested, but not required, that any items indicated as “Pass with Comment” (P/WC) be corrected to prevent them from becoming failed items in the future.

It is very important that the work be completed before you call the Property management Department at (831) 454-5977, to schedule a re-inspsection if you are still interested in program participation.

Please ensure that all items (other than those idicated as “Pass with Comment”) are fully corrected before calling for a re-inspection. Failure to pass the re-inspection will result in further delays in the execution of the Housing Assistance Payments Contract.

Tenant/Applicant Please Note: To ensure that your voucher does not expire before you are able to lease a unit, you will need to:

1. Work with your prospective landlord to make sure that all necessary repairs are made and the unit passes inspection.
2. Find another unit if your voucher is not expired. If you choose to find another unit, you will need to cancel your Reuqest for Lease Approval packet and request a new one by calling (831) 454-5977.

Unit Inspected:

«InspectionAddress»

Inspected on: «dtInspected»

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.*