



HOUSING QUALITY STANDARDS (HQS) REPAIR SELF-CERTIFICATION

Please note: This form can only be used to certify that HQS deficiencies listed on the HQS Notice have been corrected. Both the landlord and the tenant must use this form to certify in writing that the repairs have been completed prior to the deadline date indicated on the HQS Notice.

Inspector's Name (513) 665-_____
Inspector's Fax Number (513) 977-_____
Inspector's Phone Number

Inspection Date _____ Inspection # _____

Type of Inspection: Emergency

Print Name of Owner

Print Name of Family

Owner Address

Unit Address

Telephone Number

Telephone Number

The above referenced unit failed its HQS inspection and is not in compliance with HUD Housing Choice Voucher Program (HCVP) requirements. After the repairs have been completed in a satisfactory manner, the landlord and the tenant must sign this form to certify the satisfactory completion of repairs. Return the form to the inspector prior to the deadline date indicated on the attached HQS Notice. The form may be faxed directly to the Inspector or hand delivered to CMHA's HCVP Inspections Department.

If repairs have not been completed by the deadline date and a signed HQS Repair Self-Certification is not returned to the inspector, then the unit will be considered failed and the Housing Assistance Payments (HAP) will be abated after the deadline date for completion of repairs as indicated on the HQS Notice.

Please check the option below which applies to your inspection:

- We certify that the deficiencies assigned as both landlord and tenant responsibilities for repair have been completed and that the unit is now in compliance with HUD HQS.
- We certify that the deficiencies assigned as landlord's responsibility for repair are completed and the unit is now in compliance with HUD HQS.
- We certify that the deficiencies assigned as tenant's responsibility for repair are completed and the unit is now in compliance with HUD HQS.

The signatures below certify that the required repair(s) for both the landlord and tenant responsibility as listed on the HQS Notice referenced above have been completed and the unit is now in compliance with HUD HQS. It is further understood that if at any time after the execution of the certification it is determined that the repairs were not completed in a satisfactory manner, all Housing Assistance Payments (HAP) made since the due date for repairs will be abated and payments already made to the landlord will be recouped by CMHA.

Landlords must have a history of HQS compliance through CMHA to qualify for use of this Repair Self-Certification. CMHA will verify the completeness of all repairs by a "Special Inspection" within 30 days of the initial due date for the repairs.

Our signatures below certify that we have read, understood, and agree to the terms of this form, that all repairs have been made for the inspection listed on the top of this form and that the unit listed above does comply with the HQS requirements of CMHA.

We understand that making false statements, committing fraud, misrepresentation or providing false information of any kind may be grounds for termination of participation for both the tenant and landlord. We further understand that making false statements, committing fraud, misrepresentation or providing false information is punishable under state and federal law.

Signature of Owner/Manager

Date

Signature of Tenant

Date