

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. (513) 665-2922 Inspection's Fax Number Inspector's Name Phone Number Inspection Date Inspection # Type of Inspection:

Emergency Print Name of Owner Print Name of Family Unit Address Owner 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 and a signed HQS Repair Self-Certification is not returned to the CMHA by the deadline, then the unit will be considered failed and the Housing Assistance Payments (HAP) will be abated effective the day after the due 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. This is not an extension on the due date and the resinpection of the unit can occur at any time after recieiving this certification.

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. Both owner/manager and tenant must sign this form.

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.

Signatur	re of Owner/Manager	Date
Signature of Tenant D		Date
AND 1		E COMPLETED WITHIN 24 HOURS, M MUST BE FAXED OR BROUGHT THE SAME 24 HOUR PERIOD.
T tł	Inoperable smoke detectors. There must be a working smoke detector on each level (excluding NON-USED attic space). When there are bedrooms on a level, the smoke detector should be in the hallway central to all bedrooms. TENANT OR OWNER	
□ N	Natural gas leak. TENANT OR OWNER	
	nadequate heat supply. TENANT OR OWN	NER
	Broken or missing outlet plates(s) or light switch plate(s). TENANT OR OWNER	
	Disconnected utilities: gas, electric, or water.	TENANT OR OWNER
Т	Non-working GFCI (Ground Fault Circuit Interro These outlets are usually in kitchens, bathrooms a Intended and reset. TENANT OR OWNER	upter) outlets. and on the exterior of units. They must trip as
	Gas stove burners or oven do not light from th	e pilot light. TENANT OR OWNER
		with missing knock-out plugs, breaker boxes with tape covering the hole is not HQS compliant).
	Electrical disconnect boxes or tier boxes wi cover must be locked off from tenant access.	th exposed wiring behind a hinged or openable TENANT OR OWNER
	Main sewer line stoppage. TENANT OR O	WNER

Rev. 3/12/2015