



## Housing Quality Standards (HQS) Repair 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:

Type of Inspection: • Annual • Special (This form can only be used for annual and special inspections.)

Print Name of Owner

Print Name of Family

Owner Address

Unit Address

Telephone Number

Telephone Number

This notice is to inform you that the above referenced unit failed the HQS inspection and is not in compliance with HUD Housing Choice Voucher Program requirements. After the repairs have been completed in a satisfactory manner, the landlord and the tenant must sign the form to certify to the satisfactory completion of repairs and then return the form to the inspector prior to the deadline date indicated on the attached HQS Notice. The form can then be mailed, faxed, or hand delivered to the Inspection Department of the Housing Authority of DeKalb County (HADDC). (If mailed, HADC will use the postmark date of receipt).

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

Please choose only one of the following options applicable to your inspection:

- The signatures below certify that the deficiencies assigned as both landlord and tenant responsibility for repair have been completed and that the unit is now in compliance with HUD Housing Quality Standards (HQS).
- The signatures below certify that the deficiencies assigned as landlord's responsibility for repair is completed and the unit is now in compliance with HUD Housing Quality Standards (HQS).
- The signatures below certify that the deficiencies assigned as tenant's responsibility for repair are completed and the unit is now in compliance with HUD Housing Quality Standards (HQS).

The signatures below certify that the required repair(s) for both the landlord and tenant responsibility as listed on the HQS Notice have been completed and the unit is now in compliance with the U.S. Department of Housing and Urban Development Housing Quality Standards (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 Assistant Payments (HAP) made since the deadline date for correction of repairs will be abated and payments already made

to the landlord will have to be returned to HADC.

I understand that false statements, fraud, misrepresentation or false information of any kind are grounds for immediate termination from participation for both the tenant and landlord. I further understand that false statements or false information are fraud and punishable under state and federal law.

My signature below certifies that I have read, understood, and agree to comply with the HQS requirements of HADC.

\_\_\_\_\_  
*Signature/ Landlord*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature/ Tenant*

\_\_\_\_\_  
*Date*