DATE

LANDLORD NAME

ADDRESS

ADDRESS  
EMAIL

Dear LANDLORD NAME:

On DATE, your property located at ADDRESS and occupied by PARTICIPANT NAME failed a Housing Quality Standards (HQS) inspection that is required by the Department of Housing and Urban Development (HUD). The item(s) that caused your unit to fail are listed below:

***FAILED ITEMS***

***FAILED ITEMS***

Per HUD regulations and your Housing Assistance Payments Contract (HAP), the violation(s) found at your unit must be repaired within 24 hours and/or before DATE 24 hours after FAIL. The unit will be abated starting DATE 24 hours later if the items are not addressed. To schedule a re-inspection, please contact NAME/PHONE/EMAIL.

If the violation(s) are not corrected, the unit will be abated every 24 hours.

**Dates:**

**4/5/2023** - Unit failed (please see attached list items that require repair/attention)

**4/6/2023** - Final deadline for landlord to address/repair attached list of items

**5/1/2023** – HAP Abated. Division of Housing will begin to decrease the payment on behalf of the tenant for each 24 hours period items are not repaired/addressed.

**6/1/2023** - If the item/repairs are not completed by this date, your HAP contract with the Division of Housing will be terminated and no future rental payments will be made. Further, the tenant’s lease will be canceled.

Sincerely,

CC: File