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 on the attached fail summary document.

Per HUD regulations and your Housing Assistance Payments Contract (HAP), the violation(s) found at your unit must be repaired within 30 days of FAIL DATE. To schedule a re-inspection, please contact NAME/PHONE/EMAIL. If the violation(s) are not corrected by DATE, the rent payment for the unit will be abated every 24 hours until the items are resolved or the contract is cancelled on DATE.

**Dates:**

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

**5/5/2023** - Final deadline to address/repair attached list of items

**6/1/2023** – 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.

**7/1/2023** - 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