DATE

Participant Name

Participant address

Participant address

Dear Participant Name:

On 4/5/2023 your unit failed an inspection. According to the report, there are serious problems found at your unit. Your landlord has been given 24 hours to fix these items.  **You are not responsible if the landlord does not fix the problems; however, you must continue to pay your portion of rent each month.**

If the problems are not fixed by 4/6/2023, Division of Housing will abate payment to your landlord.

**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** - Division of Housing will begin to decrease payment to your landlord if items are not repaired/addressed for every day until repaired.

**6/1/2023** - If the landlord has not completed repairs by this date, your lease will be canceled, you will be issued a move voucher and be required to look for a new unit to rent

If you have any questions, or if you or anyone in your household is a person with a disability, and requires a specific accommodation in order to participate in the housing assistance program, please contact NAME at PHONE or EMAIL.

Sincerely,

CC: File