



Guidelines of Housing Quality Standards (HQS) Repair Self-Certification of Fail Items

In order to receive a Housing Choice Voucher subsidy for your unit, it must pass a health and safety inspection. If the rental unit does not meet HUD quality standards, necessary repairs or upgrades must be made in a reasonable amount of time by the responsible party, otherwise it faces abatement (owner) or program termination (tenant). When the necessary repairs have been completed, PCHA will accept a HQS Self-Certification for repaired fail items in the form of receipts from contractors performing repair work (primary source), photos, or maintenance reports. The acceptance of such evidence will be reviewed and processed on a case by case basis, with careful examination and assurance of tenant safety.

1. PCHA **may accept** self-certification from an owner, provided there is no history of non-compliance by the owner or agency and:
 - a. The repair can be documented to PCHA's satisfaction via receipt or photo or video; or
 - b. The repair is documented via certification of the Building or Maintenance Official that work done under the permit has been completed; or
 - c. There is evidence from a utility company that service has been restored, or appliance (i.e. Stove or Heater) is functioning properly.

2. PCHA **will NOT accept** self-certification of repairs:
 - a. That were cited in a unit with Project Based assistance (not allowed by HUD regulations); or
 - b. That are emergency fail items; or
 - c. That is related to life safety systems (smoke detectors).

PLEASE NOTE: If you are interested in completing a self-certification, you must provide evidence of repairs at least one week prior to the scheduled re-inspection date. If not received the minimum of 7 days prior to the scheduled inspection date, and processed affirmatively, then the re-inspection date will stand.

PCHA reserves the right to require a re-inspection for any and all units with fail items, regardless of whether a landlord submits self-certification documentation, and to deny the option of self-certification (and require a re-inspection) where any question remains regarding the integrity of the documentation provided, where there is not full documentation (i.e. fail items where no receipts or other evidence reflect repair), or where landlord/ property has a repeated history of regular/repeat fails in the past.

Send your documentation via email to: ccbusek@PCHAWA.org or by fax to (253) 620-5433. For any questions feel free to call (253) 620-5467.

Thank you,
PCHA Inspection Team



Warning: Section 1001 of Title 18 of the US Code makes it a criminal offense to make willful false statements or misrepresentation to any Department or Agency of the US as to any matter within its jurisdiction.

Housing Quality Standards (HQS) Repair Self- Certification

I declare under penalty of perjury that the information given by me in this statement is true, correct and complete to the best of my knowledge and realize that falsification of this information may be cause for termination of Housing Assistance.

Inspection Date: _____ Type of Inspection _____

Unit Address: _____ Participant _____

_____, WA Owner _____

The above referenced unit failed its HQS inspection and is not in compliance with HUD Housing Choice Voucher Program (HCVP) Requirements. Refer to the PCHA fail notice for a detailed list of the items that failed. Once the deficiencies are remedied, both the landlord and tenant must sign this form to certify that the repairs have been completed in a satisfactory manner. Return the form to the inspector prior to the deadline date indicated on the fail 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 responsibilities for repair have been completed and that the unit is now in compliance with HUD HQS
- We certify that the deficiencies assigned as tenant responsibilities for repair have been completed and that the unit is now in compliance with HUD HQS

The signatures below certify that the required repairs for both 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 PCHA.

The signatures below certify that we have read, understood, and agree to the terms of this form. Both Owner/Manager and Tenant must sign this form.

Print Name of Tenant

Signature

Date

Print Name of Owner

Signature

Date