



82 Lincoln Street
Newton Highlands, Massachusetts 02461

Telephone: (617) 552-5501
Fax: (617) 964-8387
TDD: (617) 332-3802

Amy Zarechian
Executive Director

OWNER/ TENANT SELF CERTIFICATION OF HOUSING QUALITY STANDARDS (HQS) REPAIR/COMPLIANCE

Please note: This form can only be used to certify that HQS deficiencies listed on the HQS Inspection Form/Notice have been corrected. Both the landlord and the tenant may use this form to certify in writing that the repairs have been completed prior to the deadline date indicated on the HQS Notice and/or may contact PHI Inspections to schedule a follow up inspection to confirm the deficiencies have been corrected.

Unit Address: _____

Inspection Date: _____

Type of Inspection: Initial Annual Special/Emergency

Owner Name: _____

Owner Address: _____

Owner Telephone/Email: _____

Tenant Name: _____

Tenant Address: _____

Tenant Telephone/Email: _____

The above referenced unit failed its HQS inspection and is not in compliance with HUD Housing Choice Voucher Program (HCVP) requirements. After the repairs have been completed in a satisfactory manner, the landlord and the tenant must sign this form to certify the satisfactory completion of repairs. Return the form to the inspector prior to the deadline date indicated on the attached HQS Notice. The form may be mailed, emailed, or faxed directly to the Newton Housing Authority (NHA), the Inspector or hand-delivered to NHA's Main office.

If repairs have not been completed and a signed HQS Repair Self-Certification is not returned to the NHA by the deadline, then the unit will be considered failed and the Housing Assistance Payments (HAP) will be abated effective the day after the due date for completion of repairs as indicated on the HQS 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's responsibility for repair are completed and the unit is now in compliance with HUD HQS.

We certify that the deficiencies assigned as tenant's responsibility for repair are completed and the unit is now in compliance with HUD HQS.

The signatures below certify that the required repair(s) for both the 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 the NHA.

The NHA will verify the completeness of all repairs by a "Follow up Inspection" within 30 days of the initial due date for the repairs. This is not an extension on the due date and the reinspection of the unit can occur at any time after receiving this certification.

Our signatures below certify that we have read, understood, and agree to the terms of this form, that all repairs have been made for the inspection listed on the top of this form and that the unit listed above does comply with the HQS requirements of the NHA. Both owner/manager and tenant must sign this form.

We understand that making false statements, committing fraud, misrepresentation or providing false information of any kind may be grounds for termination of participation for both the tenant and landlord. We further understand that making false statements, committing fraud, misrepresentation or providing false information is punishable under state and federal law.

Date Repairs Where Completed; _____

Owner Signature

Date

Tenant Signature

Date