

<Date>

<Owner>

<Address>

Dear <Owner>,

In an effort to ensure the safety and well-being of our staff as well as for program participants during the COVID-19 situation, all Housing Quality Standards (HQS) Inspections have been suspended.

As an alternative to conducting these inspections, owners are required to provide certification that units normally required to be inspected meet the HQS health and safety standards. Self certification is temporary and the unit will still be physically inspected at a future date within 120 days following the end of the waiver period, December 31, 2020.

Please complete the attached form certifying the unit(s) meets program requirements.

We appreciate your understanding and apologize for any inconvenience this cancellation may cause.

Thank You,

<Recipient>

Owner Self-Certification of HQS Compliance

Owner Name: _____

Unit(s) Address: _____

Tenant Name: _____

I, _____ certify that as the owner (or Representative), or contracted property manager, or agent on the lease of the unit(s) identified above, I have no reasonable basis to have knowledge that life-threatening conditions exist in the unit(s) in question. I also certify my understanding that the unit(s) must have an HQS Inspection completed no later than 120 days following the end of the waiver period (currently December 31, 2020).

Signature Date

EXHIBIT B