



To: All Housing Choice Voucher Program Landlords and Tenants

Subject: New Procedures for Annual Housing Quality Standards (HQS) Inspections

This letter is to inform you of major changes concerning the HUD Housing Quality Standards (HQS) inspections conducted on all units under a Housing Assistant Payment (HAP) Contract with the Housing Authority of Dekalb County (HADC). Please ensure that you have read and understand the contents of this letter as it addresses important information that could adversely affect future Housing Assistance Payments made to you if the procedures are not properly followed.

Effective September 1, 2006, the HADC will no longer conduct non-emergency follow-up inspections to verify completion of repairs in which standard deficiencies are cited with a 30 day period for completion of repairs. Landlords and tenants will now be required to certify to the satisfactory completion of all repairs by sending the HQS Repair Certification to the inspector prior to the deadline date for completion of repairs indicated on the HQS Inspection Notice. The HQS Repair Certification form will be mailed to the landlord along with the HQS Inspection Notice when HQS deficiencies are cited following the inspection and the landlord and tenant must sign the form following completion of repairs to certify that all repairs have been completed in a satisfactory manner. The signed completed HQS Repair Certification must then be returned to the inspector prior to the deadline date so that the certification of repairs can be verified and so that Housing Assistance Payments can continue to be made to landlords without any interruptions of the payments. These changes will allow HADC to maintain a high level of efficient customer service while more effectively controlling operating expenses.

However, certification for completion of repairs is not permitted for annual or special inspections in which deficiencies involving emergency (24 hours) or semi emergency (10 days) deadline dates for repair are cited. For these inspections, the landlords or tenants must notify the inspections when the repairs are complete and the inspector will schedule a re-inspection of the unit.

If the signed HQS Repair Certification Form is not received by the deadline date for completion of the repairs that is indicated on the HQS Inspection Notice, then the Housing Assistance Payments (HAP) that are made to landlords will be abated and the repairs will have to be completed before payments will resume.

In addition, audit re-inspections will be conducted on randomly selected units to verify that repairs have actually been completed as previously certified by the landlords and tenants. A fraud statement is included on the HQS Repair Certification Form that is signed by landlords and tenants when certifying to completion of repairs. If it is determined during a random re-inspection that the repairs have not been completed as previously certified then the Housing Assistance Payments (HAP) made to landlords will be abated. Furthermore, any payments made to landlords since the deadline date as indicated on the HQS Inspection Notice will have to be repaid by the landlord to the Housing Authority if the repairs are determined to have not been completed as was certified by the landlord and tenant.

Proposed Termination Notices will be sent to tenants who fail to complete their assigned repair responsibilities or who falsely certify to the satisfactory completion of repairs. False statements, fraud, misrepresentation of false information of any kind are grounds for immediate termination from participation in the Housing Choice Voucher Program for both the tenant and landlord.

We appreciate your participation in providing safe, decent and affordable housing as a landlord on the Housing Choice Voucher Program and look forward to working with you in a smooth transition to the new process. Should you have questions regarding this matter, please contact Steve Harbin, Inspections Manager, at 404-270-2533.