DATE

Participant Name

Participant address

Participant address

Dear Participant Name:

On 4/20/2023 your unit failed an inspection. According to the report, there are serious problems found at your unit. Your landlord has been given 30 days to fix these items.

If the problems are not fixed by 6/1/2023, Division of Housing will abate payment to your landlord. **You are not responsible if the landlord does not fix the problems; however, you must continue to pay your portion of rent each month.**

**Dates:**

**4/20/2023** - Unit failed (please see attached list items that require repair/attention)

**5//2023** - Final deadline for landlord to address/repair attached list of items

**6/1/2023** - Division of Housing will begin to decrease payment to your landlord if items are not repaired/addressed for every day until repaired.

**7/1/2023** - 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 and EMAIL.

Sincerely,

CC: File