**INSTRUCTIONS:** Agency staff should complete the appropriate check boxes and sign as agency staff member. Then client should read the acknowledgement statement and then sign form. The client should be given a copy of the form and a copy should be maintained in the client file as proof of delivery to the client.

**NOTICE of Temporary suspension of Housing Quality Standard (HQS) Inspections until December 31, 2020**

**\*\*\*\* THIS FORM IS REQUIRED TO BE GIVEN TO ALL HOME TBRA CLIENTS \*\*\*\***

To protect the health of tenants, agency staff, and landlords during the COVID-19 national crisis, The HQS inspections identified below have been temporarily suspended until December 31, 2020.

[ ]  **INITIAL (MOVE-IN) INSPECTION**: The initial inspection is temporarily suspended and will be conducted between January 1, 2021 and April 30, 2021.

[ ]  **ANNUAL (RECERTIFICATION) RE-INSPECTION:** The annual re-inspection is temporarily suspended and will be conducted between January 1, 2021 and April 30, 2021.

ACKNOWLEDGMENT STATEMENT:

The temporary suspension of the above inspection does not remove the landlord’s responsibility to maintain the unit per HQS standards. Tenants should communicate and coordinate with landlords when repairs are needed. The tenant has the right to contact this agency if property conditions are believed to not meet HQS and the landlord has not successfully completed necessary repairs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Staff Member Signature Date