

# HOUSING AUTHORITY



*of the County of Lebanon*

## Section 8 Housing Assistance Program

P.O. Box 420, 1012 Brock Drive, Lebanon, PA 17042  
Phone: 717-273-1639 Fax: 717-273- 6950 TDD 800-545-1833 ext 826  
Email: section8@lebanoncountyhousing.com

January 1, 2009

John Q. Landlord  
134 Owner Road  
Anytown, USA 99999

Please be advised that in accordance with our Housing Assistance Payments (HAP) contract, an inspection was conducted at the property referenced below on December 31, 2008. Deficiencies found during this inspection are listed on the attached Housing Quality Standards (HQS) deficiency form. Please note that **all these deficiencies must be corrected by January 31, 2009, or the Housing Authority will need to discontinue assistance payments as of the first day following this deadline.**

You should be aware that, if payments are discontinued due to uncorrected deficiencies, you will not be able to receive any reimbursement for the days between the deadline and the date when the unit finally passes inspection. **No retroactive payments will be made** for the period the unit did not meet HQS. Federal regulations would also prevent you from collecting from the participating family more than their usual share of the rent for this time period.

Please note that the subject property **cannot** be re-inspected until you notify us at (717) 273-1639 that all repairs have been made. Checks for units re-inspected after the 21<sup>st</sup> of any month WILL NOT be ready by the first of the following month. **This will be the only notice you will receive concerning this inspection.** If you have questions or are ready for a re-inspection now, please contact our office as soon as possible.

Sincerely,

HOUSING AUTHORITY OF  
THE COUNTY OF LEBANON

Cc: Participant

Happy Tenant  
4567 Rental Way  
Anytown, USA 99999

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## **LEBANON COUNTY HOUSING AUTHORITY – SECTION 8 PROGRAM HOUSING QUALITY STANDARDS DEFICIENCY REPORT**

### **Deficiencies for the dwelling located at: 4567 Rental Way**

The following are tenant caused damages - tenant is responsible for the cost of repairs:  
broken window in bedroom;

The property owner is responsible for the following repairs: provide access panel cover on water heater.