



# HOUSING QUALITY STANDARDS (HQS) SELF-CERTIFICATION OF REPAIR

**Inspections Department**

672 S. Waterman Ave. San Bernardino, CA 92408 - [ramsinspections@reliantams.org](mailto:ramsinspections@reliantams.org) - (909) 890-5383

\_\_\_\_\_  
Tenant name

\_\_\_\_\_  
Tenant Phone Number

\_\_\_\_\_  
Unit Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Owner/Agent Name

\_\_\_\_\_  
Owner Phone Number

I, \_\_\_\_\_, (Print owner Name) certify that I am the  
owner/agent of the above listed property, and I have completed the following repairs:

- Utilities have been turned on
- Light bulbs have been replaced
- Smoke detectors/carbon monoxide detectors installed/repared
- Socket/switch plates have been replaced
- Closet doors have been repaired or removed
- Excess debris has been removed from the yard
- Water heater has two earthquake straps
- Tenant supplied appliances installed upon move in and are properly working

\_\_\_\_ (Initial) I have attached supporting documentation such as work orders, photographs and  
receipts as proof of completion.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, (Print Tenant Name) certify that I am the  
tenant at the above property and the repairs have been completed.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

The signatures above certify that the required repair(s) have been completed and the unit is now in compliance  
with HQS requirements.

It is further understood that if at any time it is found that the repairs were not completed in a satisfactory  
manner, all Housing Assistance Payments made since the acceptance of this form may be abated or recouped  
by HACSB.

HACSB may verify the completeness of all repairs at any time. Making false statements may be grounds for  
termination of participation, and is punishable under state and federal law.

**(please see next page)**



## HOUSING QUALITY STANDARDS (HQS) SELF-CERTIFICATION OF REPAIR

### Inspections Department

672 S. Waterman Ave. San Bernardino, CA 92408 - [ramsinspections@reliantams.org](mailto:ramsinspections@reliantams.org) - (909) 890-5383

### **Guidelines for Acceptable Photographs and Documentation:**

1. Take a picture of the street address number and, if applicable, the apartment number.
2. Take at least 2 pictures of each condition listed – a wide angled picture to show the location within the room and a close up picture to show the details of the condition.
3. Make sure the area is well-lit and the pictures are in focus.
4. Do not include any pictures of people or personal information.
5. To send a large quantity of pictures, send multiple emails or compress them into a zip file/folder.
6. All other documentation must list the unit address and a description of the condition repaired.