

STEPS TO TAKE IF YOU HAVE MAINTENANCE ISSUES IN YOUR SUBSIDIZED UNIT

1. Contact your Landlord and verbally notify them of the item(s) in need of repair or replacement and request they address the problem;
2. Allow your Landlord a reasonable amount of time to fix a non-emergency item;
3. If your Landlord fails to make a repair in a reasonable amount of time send them a written request of the item(s) that require attention;
4. Send a copy of the request you gave the Landlord to your Housing Specialist.

Upon receipt of the notice your Housing Specialist will discuss the situation with the Housing Inspector and the Property Owner may be contacted by a representative of the Housing Authority. If necessary, a Housing Inspector may conduct a special inspection of the property and/or the property owner will be asked to make any necessary repairs in a time frame stipulated by the Housing Inspector. Upon completion of the repair(s) the Inspector will either confirm completion of the repair(s) verbally with you and/or the Property Owner or a re-inspection may be conducted to confirm proper completion of the repair has occurred.

In the event of a maintenance emergency you must contact your Landlord. If your landlord fails to reasonably respond to an emergency situation please feel free to contact your Housing Specialist for further guidance. The Housing Authority recommends that renters familiarize themselves with their lease agreement and contact their Landlord with questions regarding tenant responsibilities.

Housing Quality Standard (HQS) Inspection details can be found in the Housing Authority's Administrative Plan at www.campbellcountyky.gov ~ county services ~ assistance services ~ Section 8 Housing.

_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date