

Owners RTFA HQS Inspection Certification

I, _____ the Owner/Agent of/for the property located
(Please Print Name Clearly)

at, _____
(Please Print Complete Street Address, Apartment Number if Applicable, City, State and Zip Code)

As of today's date I do hereby certify this property is ready for inspection and agree to the following:

- The unit is vacant (An inspection on an occupied unit can only take place, if the family whose RFTA you have completed is currently residing in this unit.)
- All major interior and exterior repairs have been completed (An inspection WILL NOT be conducted if any type of major flooring, interior/exterior painting or plumbing work is being performed at the arrival time of the inspector.) An inspection will be performed if the owner/contractor is finalizing minor repairs (installing a light fixture, a smoke alarm, an outlet or switch plate cover, mopping, vacuuming, yard work, or similar minor items.)
- Owner(s) are responsible to have ALL utilities (Electric, Gas (if applicable) and Water legally connected. No temporary meters or electric meters without proper tag for services are permitted. **INSPECTIONS WILL NOT BE CONDUCTED IF ANY REQUIRED UTILITY IS NOT LEGALLY IN SERVICE.**
- All appliances provided by the owner must be in the unit, installed and functioning properly. Appliances will be tested during the inspection. This includes the following: Refrigerator and/or Stove/Range – Hot Water Heater – Any type of Heating and Air Conditioning systems (including outdoor condensing units).

I understand the maximum of three (3) scheduled inspections will be granted to have this unit receive a "PASS" rating. If this unit does not pass after the 3rd scheduled inspection, **the family's RFTA will be VOIDED and the family will be required to come into the office, receive new paperwork and look for another unit.**

I understand that "No-Shows", "No Adult Present", "NO Utilities" (including illegal service connections) or inspections cancelled on the date of the inspection will be counted as a scheduled inspection.

I understand that if the family takes possession of the unit before or after a "Pass" inspection rating is given and before a HAP contract is executed the family is responsible for ALL requested rents. The Housing Authority of St. Charles Parish will not make any payments until a HAP contract has been signed/executed.

By signing, I acknowledge that I have read the Owners RFTA Inspections Certification document and agree to the terms and conditions. I understand that an inspection will not be scheduled if this document is not completed and returned along with the family's RFTA.

Owner/Agent Signature Required

Date