



# HCV FAQs

## (Frequently Asked Questions)

### **November 8, 2013 HCV FAQ**

#### **Question: Can I self-certify that my annual inspection fail items have passed?**

**Answer:** Yes, at the end of your annual inspection, if you receive a Certification of Repairs form from the inspector you can self-certify that the fail items have been repaired or replaced.

#### **Question: How do I fill out the Certification of Repairs form?**

**Answer:** After all the fail items have been repaired or replaced, both the tenant and the owner/property manager need to sign and date the Certification of Repairs form and attach receipts, photos, and repair work invoices.

#### **Question: When does the Certification of Repairs form need to be turned in to SHRA?**

**Answer:** This form must be signed, dated and submitted along with proof of repairs within 14 days from the failed inspection date.

#### **Question: Where do I turn in the Certification of Repairs form?**

**Answer:** You can fax the Certification of Repairs form to (916) 449-1285 or mail it to: SHRA, 630 I Street, Sacramento, CA 95814.

#### **Question: How will I know if the paperwork I turned in has been approved by SHRA?**

**Answer:** You will receive a "Passed Inspection Letter" within two weeks of SHRA receiving the completed Certification of Repairs form, or you will be notified if an additional inspection is required.