

Tenant Name: \_\_\_\_\_

**TENANT INFORMATION**

- \* Any and all notices received by you from your landlord for any violation of your lease, tenant caused damages, non-payment of rent, unauthorized persons residing in your unit, etc. must be submitted to this office. Such notices may result in a 30-Day Termination of Assistance from us for failure to meet the family obligations under your Certificate/Voucher.
- \* REMEMBER that all utilities, whether they are the tenant or the landlord responsibility, **must** be operating at all times with only a 24 hour window for reconnection.
- \* If there are **necessary** repairs to your unit, you must give the landlord written notification of the repairs and a reasonable time frame in which to make them. If that time frame is not met and the repairs are a housing quality standards issue, then you would contact the inspector for a “special” inspection. The inspector would assess the necessary repairs and notify the landlord of rent abeyance until they are completed. A copy of your written notification should be sent to this office at the time you submit it to your landlord.
- \* Should the landlord not complete repairs in the time allotted by our inspector, an abatement of rent would be initiated and you would be issued paperwork for a move to another unit. You may opt to remain in your present unit, but the total rent would then be your responsibility and your assistance would be terminated. **NO HAP PAYMENT WILL BE MADE FOR A UNIT IN A FAIL STATUS.**
- \* You must notify this office if you plan to move from your unit. Our program assistant or inspector will then apprise you of the necessary steps and your obligations.
- \* You must report **any** changes to your income or family composition and set an appointment with your program assistant to do so. **A phone call is not sufficient notification.**
- \* Any abuse, verbal or physical, of any Bernalillo County Housing Department employee or representative can be reason for termination of assistance.
- \* It is recommended that a deposit not be paid on a unit until the unit passes our inspection. Should you pay a deposit to a potential landlord, and the unit fails, we cannot get that deposit returned to you.
- \* To set an inspection appointment you, must return your moving packet (Request For Assisted Tenant Occupancy, Utility Allowance Schedule and Landlord Information Letter) along with an owner-signed proposed lease.

Your signature below is verification that you have read and understood the information contained above.

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TENANT SIGNATURE

DATE