



## Attention Property Owners & Landlords Self-Certification of Fail Items

As a cost-saving measure, HUD now allows housing authorities to forgo a reinspection, in some instances, and accept other forms of evidence of repair completions. BHA will accept self-certification for repaired fail items in the form of receipts from contractors performing repair work, photos, or video, with receipts being the primary source of evidence required. The acceptance of such evidence will be reviewed and processed on a case by case basis, with careful attention and examination and assurance of tenant safety.

### Guidelines of self-certification:

1. BHA may accept self-certification from an owner provided there is no history of non-compliance by the owner and:
  - a. The repair can be documented to BHA's satisfaction via receipt or photo or video; or
  - b. The repair is documented via certification of the Building Official that work done under permit has been completed; or
  - c. There is evidence from a utility company that service has been restored, or an appliance (i.e. stove or heater) is functioning properly.
  
2. BHA will not accept self-certification of repairs:
  - a. That were cited in a unit with Project based assistance (not allowed by HUD regulations); or
  - b. That are emergency fail items; or
  - c. That are related to life-safety systems (smoke detectors and carbon monoxide detectors).

BHA reserves the right to require a reinspection on any and all units with fail items, regardless of whether a landlord submits self-certification documentation, and to deny the option of self-certification (and require a reinspection) where any question remains regarding the integrity of the documentation provided, where there is not full documentation (i.e. fail items where no receipts or other evidence reflect repair), or where landlord/property has a repeated history of regular/repeat fails in the past.

**IMPORTANT:** If you are interested in participating, you must provide such evidence at least 10 days prior to the scheduled reinspection date. If not received a minimum of 10 days prior the scheduled inspection date, and processed affirmatively (that repairs are sufficiently corrected and confirmed by BHA staff as per full documentation submitted), then the reinspection date will stand.

**Send your documentation by email to: [kcoleman@cityofberkeley.info](mailto:kcoleman@cityofberkeley.info) or by fax to 510-981-5480. Please call 510-981-5483 or 510-981-5490 email (see below) with any questions.**

Thank you!

BHA Inspections Team

Celinda Aguilar-Vasquez  
Acting Management Analyst  
[Caguilar-vasquez@cityofberkeley.info](mailto:Caguilar-vasquez@cityofberkeley.info)  
510-981-5483

Krystal Coleman  
Inspections Desk Clerk  
[Kcoleman@cityofberkeley.info](mailto:Kcoleman@cityofberkeley.info)  
510-981-5490