

SELF-CERTIFICATION PROCESS

Here is how the process works:

If your unit fails an Annual Inspection, KCDC may elect to accept a self-certification signed by the owner and the tenant that repairs have been completed. A return follow up inspection will not be performed.

KCDC will not accept certifications on initial inspections, life threatening inspections or inspections with more than ten deficiencies.

Once the repairs are complete, use the included self certification to certify repairs are completed. The form must be signed by both the landlord and tenant and returned by fax to 865-291-0379 or by email to kcdcselfcert@mccright.com within 14 calendar days of the failed inspection. Please note that self-certification forms will not be accepted at the KCDC office. If a self-certification form is NOT returned, a physical re-inspection is required and a McCright & Associates inspector will return for the re-inspection as scheduled.

If the inspection company does not receive the self-certification by the deadline date, and the unit fails the follow up inspection, the unit will go into abatement.

If a unit goes into abatement, the unit will need a follow up inspection in order to pass inspection. It is the landlord's responsibility to notify the Inspection Company for this follow up inspection. Once the unit does pass, KCDC will not go back and pay on the failed unit. KCDC will start the payment back up from the date the unit passes and will be paid out on the next month's Housing Assistance Payment direct deposit.

Random quality control inspections will be performed to verify that the repaired items were completed for units that passed due to a self-certification.

If it is determined at a later date that certified repairs were not completed, KCDC will consider penalties against the landlord and/or tenant, including, but not limited to, not allowing landlord to submit future self certifications, termination of the family's assistance and/or terminating all contracts entered into with the landlord and prohibiting them from participating on the program in the future.

WARNING - Title 18 US Code Section 1001 states that a person is guilty of a felony for knowingly and willingly making a false or fraudulent statement to any Department or Agency of the United States. State law may also provide penalties for false or fraudulent statements.