



**Notice of Property Damage from Hurricane Harvey**

[Name of Development Owner] (the “Development Owner”), the owner of [Development Name], located in [City], [CMTS Number] (the “Development”), by and through its duly authorized representative identified below, hereby certifies that:

- 1. A casualty loss as defined by IRS Publication 547 (i.e., damage, destruction, or loss of property resulting from an identifiable event that is sudden, unexpected, or unusual) has occurred as of [Date] affecting the following building exteriors and systems (by BIN # if HTC development), common areas, and units: [List of affected buildings, common areas, and units]
- 2. The above named individual or entity understands that all buildings and units affected by the casualty loss event must be restored No later than September 30, 2019. Notice of property restoration must be provided to the Department by September 30, 2019.

This certification is made by the Development Owner and is signed by a duly authorized representative of the Development Owner, who is so authorized by reason of his/her position as the:

[State Fully the Relationship Between the Signer of the Certification and the Development Owner]

All the foregoing statements, as well as the date, signature and identifying information of the signer and the Development Owner that follows are HEREBY CERTIFIED as true and accurate this [Day] of [Month], [Year].

Development Owner: [Development Owner]

By: Signature: \_\_\_\_\_  
Print Name: [Printed Name]  
Title: [Title]

Please upload the certification, completed in full, to the Electronic Document Attachment system through the property’s Compliance Monitoring and Tracking System (CMTS) account. For instructions on how to use the attachment system, please see *Attaching Documents to CMTS* found on the Department’s website. To access, on the home page, select “Support and Services” tab; then select “Compliance”. From the submenu, select “Online Reporting”. The Owner is responsible for ensuring that submissions are complete and accurately report the condition of the affected property.

