



## TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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### Notice of Property Restoration after a Declared Disaster

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. The following building exteriors and systems (by BIN #), common areas, and units:

\_\_\_\_\_  
\_\_\_\_\_

affected by the Presidentially declared disaster Name of disaster that occurred on Date are fully restored as of Date for suitable occupancy.

2. All buildings and units affected by the declared disaster have been fully restored and assessed by the individual or entity named above as in good repair and meeting decent, safe, and sanitary housing standard as defined by Texas Administrative Code Chapter 10 §10.621 and The 8823 Audit Guide Chapter 6. **The following items are attached for The Department's review:**

Certificates of Occupancy provided by the City

**OR**

Photographs of all restoration work completed on affected buildings and units

**AND**

A summary of restoration work required or insurance assessments

The owner may be required to provide evidence that restoration work has been completed, such as a signed Schedule of Values or signed invoices

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 Signer of 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 \_\_\_\_, 20\_\_\_\_.

Development Owner: \_\_\_\_\_

By: Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
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.