

**Georgia Department of Community Affairs**  
Office of Affordable Housing – Compliance  
60 Executive Park South, NE  
Atlanta, GA 30329  
[Compliance@dca.ga.gov](mailto:Compliance@dca.ga.gov)

Date: \_\_\_\_\_

\_\_\_\_\_  
Property Name

\_\_\_\_\_  
Unit #

Dear Resident,

The Georgia Department of Community Affairs (DCA) is responsible for monitoring the FDIC, HOME and Low-Income Housing Tax Credit (LIHTC) properties for compliance with the appropriate program requirements. This monitoring is necessary to ensure that units assisted by HOME, FDIC and LIHTC provide safe, decent, and affordable housing and that units are rented to eligible low-income households.

Your unit was chosen at random for inspection by the DCA, but we were unable to enter your unit today because:

- There was an unrestrained animal in the unit
- There was an unaccompanied minor in the unit
- The key to your unit did not work.
- Other \_\_\_\_\_

Since this community operates under the IRS Section 42 program, the owner must maintain the physical condition of your unit. Because the Department of Community Affairs was unable to inspect your home, we request that you certify your home is in good condition. Please contact your leasing office as soon as possible to discuss what will be required. Failure to provide certification may be deemed a material breach of lease.

Sincerely,

<Consultant/Compliance Officer Name>  
<email>

**WARNING:** Section 1001 of Title 18 of the U.S. code Makes it a criminal offense to willfully falsify a material Fact or make a false statement in any matter within the jurisdiction of a federal agency.