

HQS EXTENSION REQUEST FORM

Request for extension must be received no later than 10 days (2 days for Initial Inspections) after the Annual or Special Inspection determination. Please submit any documentation to support your request i.e. invoice, receipts, loan application. Repairs must be made within 5 days for Initial Inspections and 30 days for Annual or Special Inspections. The time frame for correcting the deficiencies may be extended for Initial Inspections for good cause ONLY i.e. installing appliances, reasonable accommodation for person with disability.

The U.S. Department of Housing and Urban Development (HUD) requires units receiving payment under Section 8 repair/correct all items identified in HQS Inspections within 30 days of the date of inspection UNLESS The PHA (public housing authority) has specifically approved an extension to the landlord.

Owner /Agent Name _____

Section 8 Client/Tenant Name: _____

Rental Property Address _____
Street address City State Zip

Request the Ann Arbor Housing Commission to grant me an extension of _____ **days/weeks**

To make the following repairs: _____

The reason(s) an extension is needed: _____

The date the unit failed: _____ **Children under the age of 6: Yes** _____ **No** _____

Signature **Date**

Telephone Number (Daytime) **Email or Facsimile**

Owner/Agent Street Address **City** **State** **Zip Code**

Submit the completed extension request form and the signed extension acknowledgement agreement to:
 Ann Arbor Housing Commission, HCV Housing Manager at 727 Miller Avenue, Ann Arbor, MI 48103 or
 via facsimile at 734-994-0781 or wrbrand@a2gov.org.

Office Use Only -

Request Approved to _____ by _____ Date Approved _____

Reason Denied _____ by _____ Date Denied _____

Tenant file copy to Occupancy Staff: __CM __LL __MM __MS __RH

Date Route to:

Tenant _____ Inspector _____ Landlord _____

HQS Inspection Extension Policy

The U.S. Department of Housing and Urban Development (HUD) requires units receiving payment under Section 8 repair/correct all items identified in HQS Inspections within 30 days of the date of inspection UNLESS The PHA (public housing authority) has specifically approved an extension to the landlord.

For conditions that are life-threatening, the PHA cannot grant an extension to the 24 hour corrective action period. For conditions that are not life-threatening, the PHA may grant an exception to the required time frames for correcting the violation, if the PHA determines that an extension is appropriate [24 CFR 982.404].

Request For Extension of HQS Inspection

Extensions must be requested in writing and directed to the Section 8 Manager or Executive Director. The owner must explain what steps they have taken to correct the deficiency and why the repair (s) cannot be made within 30 days. The owner must include what steps they are taking to resolve the noted problem and when (by date) deficiencies will be corrected.

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Extensions will be granted in cases where the PHA has determined that the owner has made a good faith effort to correct the deficiencies and is unable to for reasons beyond the owner's control. Reasons may include, but are not limited to:

A repair cannot be completed because required parts or services are not available.

A repair cannot be completed because of weather conditions.

A reasonable accommodation is needed because the family includes a person with disabilities.

The length of the extension will be determined on a case by case basis, but will not exceed 60 days, except in the case of delays caused by weather conditions. In the case of weather conditions, extensions may be continued until the weather has improved sufficiently to make repairs possible. The necessary repairs must be made within 15 calendar days, once the weather conditions have subsided.

Termination of the HAP Contract / Rental Assistance

The PHA may terminate the HAP contract for an owner's failure to comply with its terms and conditions, including non-compliance with HQS. Both the owner and the tenant must be notified of intent to terminate.

The PHA may issue a voucher to the family to move, provided the family is eligible (not in violation of the terms of assistance, including HQS responsibilities). The family should be reminded of its responsibility to the owner to give notice of intent to move, and must continue to pay its portion of the rent as long as the family remains in the unit.

I have read the above referenced criteria on extension requests and potential termination of contract/ rental assistance.

Owner/Agent Signature

Date