



HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
ASSISTED HOUSING/SECTION 8 DEPARTMENT

**HQS EXTENSION REQUEST FOR COMPLETION OF REPAIRS
FAILED INSPECTION FORM**

Today's Date: _____

Tenant Name: _____

Date Property Inspected: _____ Name of Inspector: _____

I, _____, as landlord/Agent, would like to request an extension to the
(Print Name)

deadline for the completion of repairs on the unit located at:

Property Address: _____
Street City State Zip

I am requesting an extension of _____ days for the completion of repairs (no extension will be approved beyond 30 days). Please be advised that the HABD does not grant extensions for life threatening 24-hour emergency HQS failed items. (See attached Emergency Repair Items).

Please provide a brief explanation to justify your request for an extension:

Landlord/Agent Mailing Address (Street, City, State, Zip)

Telephone Number

Print Name

Facsimile # or Email

Landlord/Agent Signature

Date

- Landlord unable to gain entry to do repairs due to tenant is not grounds for an extension.
- Only one 30-day extension to complete repairs will be granted. The HAP contract will automatically terminate and payments will stop if repairs are not completed and re-inspection passes prior to the extension deadline date.
- A "request" for an extension does not constitute automatic approval. Any approval of an extension will be granted in writing by our agency.

HABD Use Only:

[] Approved [] Denied By: _____
Title: [] Manager or [] Inspector Date



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EMERGENCY REPAIR ITEMS [24 CFR 982.404(a)]

The following items are considered of an emergency nature and must be corrected by the owner or tenant (whoever is responsible) within 24 hours of the failed notice by the inspector. Extensions cannot be granted for emergency failed items:

- Lack of security for the unit
- Waterlogged ceiling in imminent danger of falling
- Major plumbing leaks or flooding
- Natural gas leak or fumes
- Electrical problem which could result in shock or fire
- No heat when outside temperature is below 50° degrees Fahrenheit and temperature inside unit is below 55° degrees Fahrenheit.
- Utilities not in service
- No running water
- Broken glass where someone could be injured
- Obstacle(s), debris, etc., which prevents tenant's safe entrance or exit to and/or from property/unit
- Lack of functioning toilet (if unit only has one toilet)
- Inoperable smoke detector