

Georgia Department of Community Affairs

Brian P. Kemp
Governor

Christopher Nunn
Commissioner

PROPERTY OWNER'S REQUEST FOR A TIME EXTENSION TO CORRECT HQS INSPECTION DEFICIENCIES

Please fax this completed form to (770)806-5060 or email to inspectionsnorth@dca.ga.gov with any other documentation.

Participant Name: _____

Property: _____
Address City State Zip Code

The following deficiencies were noted during an HQS inspection of the above property on _____, 202__

I am requesting that corrections be deferred for the following reason:

- D **Non-Weather-Related Extension:** I have attached a written explanation along with any third-party documents that support this request. If approved, this extension will automatically expire 60-days after the date the deficiency was originally noted. I agree to correct any deferred deficiencies and have the property ready for re-inspection by this expiration date.
- D **Weather Related Extension** I have attached a written explanation of what weather-related condition necessitated this request. If approved, this extension will automatically expire 60-days after the date the deficiency was originally noted. I agree to correct any deferred deficiencies and have the property ready for re-inspection by this expiration date.

In addition, I understand the following:

- If approved, this extension is applicable only to:
 - o Deficiencies where I provide third-party produced documents to support my claim that circumstances beyond my control prevent proper or complete corrective action, or
 - o Exterior deficiencies where weather conditions prevent proper corrective action (i.e. paint, masonry)
- All other deficiencies must pass re-inspection with the time allowed for correction (24-hours or within 30-days depending on the deficiency) for this property to remain eligible for the Housing Choice Voucher Program.
- Lead-based paint deficiencies cannot be deferred more than 90-days from the original inspection noting the deficiency. I am requesting deferral of a lead-based paint deficiency, I agree to pursue corrective action at the earliest possible time but understand I must correct these deficiencies no later than 90-days after the date the deficiency was originally noted by an inspection.
- Failure to meet the obligations agreed upon will result in abatement of myHAP.

Owner Name	Signature	Date
Address	City	State Zip Code
Telephone	Fax	E-mail

For Office Use Only:

☐ Approved: Expiration Date: _____ ☐ Denied: Reason: _____ Initials: _____

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REPAIR EXTENSION REQUEST ADDITIONAL INFORMATION

In order to be considered for an extension please answer the following questions. We cannot process your request without specific information:

Which specific repair or repairs do you need an extension for?

What Is the reason you need an extension for those repairs?

If this Is weather-related, what specific weather conditions prevented you from completing the repairs?

If this is due to an order delay for parts or services please explain below and *provide third party documentation (receipts, work orders, etc.I along with this form.*

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REQUEST FOR AN EXTENSION ON REPAIRS

Housing Quality Standards (HQS) are the HUD minimum quality standards for tenant-based programs. The objective of the HCV Program is to assist low-income families in leasing quality, safe and sanitary housing at an affordable cost and in accordance with HUD and CMHA guidelines. Efforts will be made at all times to encourage owners to provide housing that exceeds HQS minimum standards. The DCA is responsible for assuring that each unit occupied by an HCV Program participant meets the HQS and DCA guidelines.

Extensions for correcting non-life threatening HQS deficiencies will be granted in cases where DCA determines that the owner or family has made a good faith effort to correct the deficiencies and is unable to do so for reasons beyond their control. The length of the extension will be determined on a case-by-case basis and there is no entitlement of an extension.

Reasons for an extension: may include, but are not limited to:

- An unavoidable delay in completing repairs due to difficulties in obtaining parts, special services or (special order parts);
- Delays due to climate conditions (**ex.** snow);
- Complexity or extensive nature of repairs which make it impossible to complete the repairs by the original due date (**ex.** Roof replacement, extensive concrete work, etc.);
- Serious illness or death.

The request for an extension must be made in writing to the inspection's manager prior to the due date for repairs. All requests must have 3rd party documentation to be considered for approval (except for weather related requests). For conditions that are life-threatening, DCA cannot grant an extension on the 24-hour corrective action period. **Extensions will not be considered without documentation to support the request.**

The DCA will review the request for an extension and notify the party making the request, in writing, of its decision within 10 business days of the determination. Request for an extension must be made at least 48 hours prior to the due date on the repairs. No extensions will be granted after the unit has been placed under abatement