

APPENDIX 10

HQS REPAIRS EXTENSION REQUEST FORM

Tenant's Name / Address / Phone:

Landlord's Name / Address / Phone:

1. Is the request being submitted **BEFORE** the repairs are due?

- No.
- Yes. Are there extenuating circumstances for the delay, such as death or illness?
 - No.
 - Yes. **LANDLORD MUST ATTACH PROOF.**
 - Unsure.

2. Is the request being submitted in writing, citing specific details such as how long of an extension the landlord is requesting, why the extension is needed and for what item(s) this request applies to?

- No.
- Yes. **LANDLORD MUST ATTACH PROOF.**

3. Is the failed item extensive enough to cause serious injury or harm to the client? If "Yes," then questions #4 and #5 **MUST** be "Yes" as well.

- No.
- Yes.
- Unsure.

4. Is the delay in repairs due to conditions beyond the landlord's control, such as weather related or the landlord is working with a contractor which is causing the delay?

- No.
- Yes. **LANDLORD MUST ATTACH PROOF** (ex: Written estimate from contractor to landlord along with an anticipated repair completion date, receipt from parts distributor indicating what part is on order).
- Unsure.

5. Has the landlord temporarily relocated the client to another unit?

- No.
- Yes. Anticipated length of stay _____.
- Unsure.

6. Has the landlord made a good faith effort to complete the repairs? Examples would be: Landlord attempted to repair an item, but discovered it needed an additional part, which is now on backorder. Broken window during winter and landlord has agreed to temporarily cover window with a board until weather permits him to replace it.

- No.
- Yes. **LANDLORD MUST ATTACH PROOF.**
- Unsure.

7. Are the repairs unusually expensive and the landlord needs to obtain funds?

- No.
- Yes. **LANDLORD MUST ATTACH PROOF.** (ex: Written estimate for roof replacement including the anticipated date of completion).
- Unsure.

The Following Section Is To Be Completed By Lorain Metropolitan Housing Authority Personnel

LMHA ASSESSMENT : Does the landlord have a good history of HQS compliance?

- No. Explain _____
- Yes.
- Unsure.

Extension Denied.

Extension Granted Until _____

Comments:

Staff Member Completing This Form _____

Date Submitted: _____

Supervisor Signature _____

Date Reviewed: _____

This form is to be used for all non-Conditional repair extension requests. If approved, extensions are typically granted for a maximum of 30 days *depending upon the severity of the issue*. Warm weather rain delays for exterior repairs *may* receive a maximum of 30 days. Items considered serious which have the potential of causing injury or harm to the client *may* be granted for a maximum of 14 days.