



Partners in Housing
Partners in Community

HQS Repair Extension Request Form

Tenant Name		Landlord Name	
Tenant Address		Landlord Phone	
City/State/Zip		Landlord Email	

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.

1. Is the extension being requested because parts or services are not available?

- ☐ No.
- ☐ Yes. Please include a receipt showing when the part is expected to arrive, or the service is expected to be completed.

2. Is the extension being requested due to weather conditions prohibiting the completion of work?

- ☐ No.
- ☐ Yes. Please provide a brief explanation and date completion of work expected.

3. 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, parts needed to complete the work are on backorder, etc.?

- ☐ No.
- ☐ Yes. Please provide the written estimate from contractor to landlord along with an anticipated repair completion date, receipt from parts distributor indicating what part is on order, etc.



Partners in Housing
Partners in Community

4. Is the failed item extensive enough to cause serious injury or harm to the client?

- ☐ No.
☐ Yes.

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

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

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

- ☐ No.
☐ Yes. Please provide a copy of the estimate.

Landlord Signature: _____ Date: _____

For Office Use Only:

Date of Original Reinspection: _____

☐ Extension Granted. Must reinspect on or before _____

☐ Extension Denied. Reason: _____

Supervisor Signature _____

Date Reviewed: _____