



PHILADELPHIA HOUSING AUTHORITY
OPENING DOORS TO OPPORTUNITIES

2850 GERMANTOWN AVENUE
PHILADELPHIA, PA 19133
PHA.PHILA.GOV

OFFICE OF LEASED HOUSING

FAILED INSPECTION: EXTENSION REQUEST FOR COMPLETION OF REPAIRS

Instructions to Owners: This form must be completed and submitted to PHA if you are requesting an extension to the deadline for the completion of repairs to your unit. All request must be received **10 business** days prior to the re-inspection. If you have any questions regarding this form or the specific unit violations please contact the Inspections Department at 215-684-3860 or email us at HCVInspections@pha.phila.gov. You may also access PHA's Property Owner Portal at: <https://partnerportal.pha.phila.gov/partnerportal/>

Complete and return this form via regular mail or email to:

**Philadelphia Housing Authority
Attn: Inspections Department
2850 Germantown Ave,
Philadelphia, PA 19133**

HCVInspections@pha.phila.gov

TO BE COMPLETED BY THE OWNER

Owner Name: _____ Phone #: _____

Applicant/Participant (Tenant) Name: _____

Unit Address: _____
Address City State Zip

I am requesting an extension of _____ days for the completion of repairs.

- Reason:
- A repair cannot be completed because required parts or services are not available
 - A repair cannot be completed because of weather conditions.
 - Reasonable Accommodation is needed because the family includes a person with disabilities.
 - Other (explain): _____

Provide a brief explanation to justify extension request: _____

Owner Signature: _____ Date: _____

FOR PHA USE ONLY

Date of Initial HQS Failure: _____ *(Attach a copy of the inspection report)*

Approved Denied Other (explain): _____

Approved Extension: 30 days 60 days Other: _____

Lead Inspector Name: _____

Lead Inspector Signature: _____ Date: _____