

AHS Housing Inspection (HQS+) Request to VT State Housing Authority (VSHA)

To request an inspection, you must email this form to Samantha Green:

samantha@vsha.org

CC: jennifer.gray@vsha.org

Date of Request: _____

Referring organization (your organization): _____

Contact Person for This Request: _____

Email: _____

Phone #: _____

This inspection is being requested in connection with (must check one):

Housing & Opportunity Grant Program (HOP)

Vermont Rental Subsidy (VRS)

Other Program: _____

Is this a re-inspection: _____

Address of Unit: _____

of people in the Household: _____

of children under 6 years old in the Household: _____

Is the unit occupied by the participant? _____

Is the unit vacant and ready for inspection? _____

Tenant Name: _____

Tenant Phone # & email: _____

Landlord Name: _____

Landlord Phone # and email: _____

Has the Landlord been notified that the unit will be inspected by VSHA? (Please notify the landlord)

Yes

No

This information will be passed on to the appropriate Field Representative who will contact the landlord, conduct the inspection and notify the referring agency of the result via email, the referring agency will inform the landlord. If the unit fails, the landlord will contact the referring agency when the work is done (if they choose to do the repairs) and the referring agency will submit a new request for inspection, indicating that it is a re-inspection. Records of all inspections are on file at VSHA and be available as needed. Questions? Call 802-828-0427