

BERKELEY HOUSING AUTHORITY

Request for Extension of Time to Complete Repairs

Date _____

Property Address _____ Apt # _____

Berkeley, CA

Tenant _____

The above referenced unit was inspected on _____. A reinspection to confirm that all the required repairs have been performed is currently scheduled for _____. I am requesting a _____-day extension to complete repairs.

- Contractor/repair person(s) not currently available
- Unable to make repairs in current weather conditions (i.e. heavy rains)
- Major repair; need time to identify funds
- Tenant has not allowed access to unit for repairs after being given proper notice. I am taking appropriate actions under the lease
- Other _____

Owner: _____

Phone _____ Email _____

Form may be faxed to (510) 981-5480 or emailed to oflores@ci.berkeley.ca.us

FOR BHA USE ONLY

- Approved. The property will be reinspected on _____
- Denied. The Housing Assistance Payment Contract (HAP) will go into abatement effective _____ and the rental subsidy will be forfeited. If repairs are not completed and inspected by _____ the contract will be terminated.

BHA Representative

Date

Date to Owner