



HOUSING AUTHORITY OF THE  
CITY AND COUNTY OF SAN FRANCISCO

## Property Owner's Request for a Time Extension to Correct HQS Inspection Deficiencies

Please submit this completed form and any other documentation via email:  
Tenant-Based Vouchers: [inspections@sfha.org](mailto:inspections@sfha.org); Project-Based Vouchers: [PBVinspections@sfha.org](mailto:PBVinspections@sfha.org).

**Participant Name:** \_\_\_\_\_ **Entity ID:** \_\_\_\_\_

**Property:** \_\_\_\_\_  
Address Apt. No. City State Zip Code

The following deficiencies were noted during an HQS inspection of the above property on

\_\_\_\_\_: \_\_\_\_\_  
Month Day, Year  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As the Property Owner/Manager, I am requesting that corrections be deferred for the following reason:

- ☐ **Non-Weather-Related Extension:** Please see attached written explanation along with third-party documents that support this request (e.g.: quote for service or order showing timeline for service or delivery, or documentation showing delay of service or order). If approved, this extension will automatically expire 60 days after the date the deficiency was originally noted. I agree to correct any deferred deficiencies and have the property ready for re-inspection by this expiration date.
- ☐ **Weather Related Extension:** If approved, this extension will automatically expire 15 calendar days once the weather conditions have subsided. I agree to correct any deferred deficiencies and have the property ready for re-inspection no later than this date.

In addition, I understand the following:

- Extensions will be granted in cases where the Authority has determined that the owner has made a good faith effort to correct the deficiencies and is unable to for reasons beyond the owner's control.
- If approved, this extension is applicable only to:
  - Deficiencies where I provided third-party produced documents to support my claim that circumstances beyond my control prevent proper or complete corrective action, or
  - Exterior deficiencies where weather conditions prevent proper corrective action (i.e. paint, masonry)



HOUSING AUTHORITY OF THE  
CITY AND COUNTY OF SAN FRANCISCO

## Property Owner's Request for a Time Extension to Correct HQS Inspection Deficiencies

- All other deficiencies must pass re-inspection within the time allowed for correction (24 hours or 30 days depending on the deficiency) for this property to remain eligible for the Housing Choice Voucher Program.
- Lead-based paint deficiencies cannot be deferred more than 90 days from the original inspection noting the deficiency. If I am requesting deferral of a lead-based paint deficiency, I agree to pursue corrective action at the earliest possible time and understand I must correct these deficiencies no later than 90 days after the date the deficiency was originally noted by an inspection or 15 calendar days once weather conditions have subsided, whichever is earlier.
- Failure to meet the obligations agreed upon will result in the abatement of my Housing Assistance Payments as of the first of the month, following the original cure date.

Owner Information:

Print Name, Title		Signature		Date
Address	Apt. No.	City	State	Zip Code
Telephone		Fax	E-Mail	

**For Office Use Only:**

☐ **Approved.** Expiration Date: \_\_\_\_\_

☐ **Denied.** Reason: \_\_\_\_\_

Initials: \_\_\_\_\_