

## **VSHA Inspection Request: Things to Note**

This form needs to be completely filled out. Incomplete forms will be returned.

This form is to be sent directly To: [Jennifer.gray@vsha.org](mailto:Jennifer.gray@vsha.org) and CC: [Quay@vsha.org](mailto:Quay@vsha.org).

Please only mark one choice per question.

The Full Address of the Unit must include the unit number and City/Town.

This is a fillable form. Please utilize that option if possible.

When sending the saved file, please use the same format for the save name as you do for the subject line. Best format is MM.DD.YYYY Program/Subsidy Inspection Request first initial of first name of tenant and full last name (example: J Smith).

VSHA has 10 business days from the received date of the Inspection Request (Monday through Friday and excluding holidays) to have the Inspection scheduled and completed. If for any reason they are unable to have the Inspection completed within this time limit, you will be notified.

Once the Inspection has been completed, the FR will notify the requesting agency and/or the LL of the results.

When failed inspection repairs have been completed, the agency will request a Re-Inspection. This request is the same form as the Initial Request, it just needs to be noted in the appropriate box that it's a Re-Inspection Request.

Please note, there are some repairs which do not require a reinspection. The inspector will notify the owner and requesting agency if this is the case.

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

To request an inspection, you must email this form to Jennifer Gray and cc Quay Thayer

To: [jennifer.gray@vsha.org](mailto:jennifer.gray@vsha.org)

CC: [quay@vsha.org](mailto:quay@vsha.org)

Date of Request: \_\_\_\_\_

Referring organization (your organization): \_\_\_\_\_

Contact Person for Inspection Results: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

Housing & Opportunity Grant Program (HOP)

Name of Grant: \_\_\_\_\_

Vermont Rental Subsidy (VRS)

Is this a request for re-inspection from a previous AHS inspection?

Yes

No

If Yes, is it due to one of the following reasons?

Failed previous inspection and corrective action needed and completed.

Over the 10 business day requirement:

- VSHA unable to contact owner or client to schedule
- Unit was not ready for inspection
- No show

Is the unit ready for inspection? All utilities are on, all inspectable areas are accessible, etc.

Yes

No

Full Address of Unit (with Unit Number and City/Town):

\_\_\_\_\_

Tenant Name: \_\_\_\_\_

Tenant Phone # & email: \_\_\_\_\_

# of people in the Household: \_\_\_\_\_

# of children under 6 years old in the Household: \_\_\_\_\_

This is the most up to date Inspection Request form for VSHA.  
All previous versions are obsolete and need to be removed from circulation. They will not be accepted.

Is this an SRO?

Yes

No

# of bedrooms: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Phone # \_\_\_\_\_

Landlord email: \_\_\_\_\_

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

Yes

No

Who should be contacted to schedule the inspection?

Tenant

Landlord

This information will be passed on to the appropriate Field Representative who will contact the appropriate, 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? Contact Jennifer Gray at 802-828-3020.