



**Caribou Housing Agency**  
Housing Choice Voucher Program

Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-4234  
Fax (207) 376-0178  
[www.cariboumaine.org](http://www.cariboumaine.org)

**PROPERTY OWNER'S REQUEST FOR A TIME EXTENSION  
TO CORRECT HQS INSPECTION DEFICIENCIES**

**Please completed and submit this form within 20 calendar days from the date the inspection was completed. Note: Initial inspections are not eligible for a time extension.**

Participant Name: \_\_\_\_\_

Property: \_\_\_\_\_, \_\_\_\_\_  
(Property Address) (City)

The following deficiencies were noted during an HQS inspection of the above property on \_\_\_\_\_.  
(Date of Inspection)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

I am requesting that corrections be deferred for the following reason:

**Non Weather-Related Extension:**

I have attached a written explanation along with all third-party documents that support this request. 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:**

**Note: This type of extension request will only be accepted November 1<sup>st</sup> through March 15<sup>th</sup>.**

I understand this type of extension will only be granted for inspections that are conducted between November 1<sup>st</sup> and May 31st. I understand that if approved, the extension will expire on May 31st. I agree to correct any deferred deficiencies and have the property ready for re-inspection any time after May 31<sup>st</sup> as determined by CHA. If the unit does not pass, the HAP will be abated effective June 1<sup>st</sup>.

In addition, I understand the following:

- 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)
- 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.
- Failure to meet the obligations agreed upon will result in abatement of my HAP.

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Owner Name	Signature	Date
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Address	City	State	ZIP Code
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Telephone	Fax	E-mail
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**Caribou Housing Authority Office Use Only:**

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

**Denied.** Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Initial of Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_