

AHS Housing Inspection (HQS+) Request to VT State Housing Authority (VSHA)  
To request an inspection, you must email this form to *Housing Program Specialist* and cc Quay  
Thayer To: [AHSinspections@vsha.org](mailto:AHSinspections@vsha.org)  
CC: Quay@vsha.org

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

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

Contact Person: \_\_\_\_\_

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

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

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

- ☐ Housing & Opportunity Grant Program (HOP)
  - ☐ HOME
  - ☐ MTRA (Medium Term Rental Assistance)
  - ☐ Emergency Shelter
  - ☐ HOP
  - ☐ Other: \_\_\_\_\_
- ☐ 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. If it's not ready, please submit the request when it is ready.

- ☐ Yes
- ☐ No

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

Street Address: \_\_\_\_\_ Unit: \_\_\_\_\_

City/Town: \_\_\_\_\_

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

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.

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

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

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

Is this an SRO (Single Room Occupancy)?

☐ 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

☐ Requesting Agency

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

Contact Person Phone # \_\_\_\_\_

This information will be passed on to the appropriate Field Representative who will make contact with the appropriate person to schedule the inspection within 10 business days, conduct the inspection and notify the referring agency of the result via email, the referring agency will then 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 the VSHA *Housing Program Specialist* at 802-828-3020.

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