



## Weather-Related Extension Request Form

### Owner's Role:

It is the responsibility of owners to request a weather-related extension in writing by using this form. By following these steps we will address your request in a timely manner:

- Please address your request to the attention of your HQS inspector.
- Include a copy of the NH Housing Inspection report.
- Highlight the fail violations.
- Mail, fax (603-472-8729) or personally deliver the information to New Hampshire Housing.

Date this form completed: \_\_\_\_\_

Date of last inspection: \_\_\_\_\_

Type of Inspection:    Annual                       Move                       Supervisory

Reason for extension:

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### **Please complete:**

Tenant's name: \_\_\_\_\_

Unit Address \_\_\_\_\_  
\_\_\_\_\_

### **Please Complete the following owner information:**

Owner's name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

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

4/2015

### NEW HAMPSHIRE HOUSING FINANCE AUTHORITY

32 Constitution Drive, Bedford, NH 03110  
Mail: PO Box 5087, Manchester, NH 03108

603.472.8623  
NHHFA.org



**Key Points to Remember:**

1. Weather-related extensions are granted only for exterior repairs that cannot be completed correctly due to the weather. Weather related extensions will be granted on a case by case basis.
2. The New Hampshire Housing inspector must pass all other HQS violations before this request is submitted by the owner.
3. New Hampshire Housing inspectors will respond within 5 business days to the owner's written request. You must receive a written response to be approved.
4. New Hampshire Housing will not accept requests by phone. However, if you do not receive a written response within 5 business days, please contact \_\_\_\_\_, Supervisor of Rental Assistance @ 1-800-439-7247, extension \_\_\_\_.
5. Extensions are not granted for violations that present an immediate danger to the "health and safety" of the resident.

<b>Authority Use Only</b>			
	Date	Extension Deadline	Inspector's Initials
<b>Approved</b>			
<b>Denied</b>			