



Berkeley Housing Authority

Request for Extension to Complete Repairs

Date _____

Property Address _____ Apt # _____

Tenant _____

Owner: _____

Phone _____ Email _____

- The above referenced unit was inspected on _____.
- A reinspection to confirm that all the required repairs are complete is currently scheduled for _____.
- I am requesting a _____-day extension to complete repairs.

Reason:

- Contractor/repair person(s) not currently available
- Unable to make repairs in current weather conditions (i.e. heavy rains)
- Major repair; need time to identify funds
- Tenant has not allowed access to unit for repairs after being given proper notice. I am taking appropriate actions under the lease
- Other _____

**Form may be emailed to kcoleman@cityofberkeley.info
or faxed to (510) 981-5480**

FOR BHA USE ONLY

Approved. The new reinspection date/time is: _____

Denied. Reason: _____

BHA Representative

Date to Owner/Tenant (to Tenant if approved)