

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

To request an inspection, you must email this form to Samantha Green:

[samantha@vsha.org](mailto:samantha@vsha.org)

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

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

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

Contact Person for This Request: \_\_\_\_\_

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

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

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

Housing & Opportunity Grant Program (HOP)

Vermont Rental Subsidy (VRS)

Other Program: \_\_\_\_\_

Is this a re-inspection: \_\_\_\_\_

Address of Unit: \_\_\_\_\_

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

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

Is the unit occupied by the participant? \_\_\_\_\_

Is the unit vacant and ready for inspection? \_\_\_\_\_

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

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

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

Landlord Phone # and email: \_\_\_\_\_

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

Yes

No

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This information will be passed on to the appropriate Field Representative who will contact the landlord, 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? Call 802-828-0427