



Vermont State Housing Authority

1 Prospect Street, Montpelier VT 05602-3556
802-828-3295 (Voice) – 802-828-2111 (Fax)
800-820-5119 (Message)
www.vsha.org



AHS Housing Inspection Request Form - To request an inspection, please email this form to

AHSinspections@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
 - 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.

(Please do not submit form until the unit is ready.)

Yes

No

Full Address of Unit:

Street Address: _____ Unit: _____

City/Town: _____

Tenant Name: _____

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 shedule the inspection?

☐ Tenant (If already occupied)

☐ Landlord (If vacant)

☐ Requesting Agency (If master leased)

This from will be forwarded to the appropriate Field Representative, who will contact you within 10 business days to schedule the inspection. After completing the inspection, the Field Representative will notify the requesting agency and landlord of the results via email.

If the unit does not pass inspection, the landlord may complete the necessary repairs. Once the work is finished, the landlord should contact the referring agency, which will submit a new request for inspection, noting that it is a re-inspection.

Records of all inspections are maintained by VSHA and are available as needed.

If you have any questions, please contact the VSHA Administrative Assistant at 802-828-3020.