

## Neighborhood Services City of Tyler 900 W Gentry Pkwy. Tyler, Texas 75702 Phone # (903) 531-1303 Fax # (903) 531-1333

## Special Inspection Request (Please Print Clearly)

Date:					
Voucher Holder Name Name			Unit Address		
Voucher Holder Phone Number		_	Owner Name		
		-	Owner F	Phone Number	
Was Owner/Property Mana	ager notified of the com	plaint?	Yes	No	
How was Owner/Property	Manager notified?	Writ	ten Request	or Verbal Request	
Please indicate below the c	late(s) the complaint wa	as given	to the Own	ner/Property Manager	
First Date	Second Date		T1	hird Date	

Briefly describe the complaint:
(Please use an additional page, if necessary.)
Was the Owner/Property Manager given a *reasonable period of time to respond to your complaint? Yes No
* Reasonable period of time is that amount of time which is fairly necessary, conveniently, to do whatever is required to be done, as soon as circumstances permit.

**NOTE**: After this form is returned to us at the above address, we will schedule you for a special inspection if we feel the Owner/ Property Manager did not respond to your complaint in a reasonable period of time and your complaint indicates a Housing Quality Standard (HQS) deficiency.