

Phone: (903) 531-1303
Fax: (903) 531-1333
nbsreception@tylertexas.com



Neighborhood Services
City of Tyler Housing Agency
900 W. Gentry Pkwy. Tyler, Texas 75702

Inspection Repair Extension Request

I, _____, request an inspection extension for my rental unit.
Print Name of Landlord/Owner/Agent

Located at _____
Address **City** **Zip code**

Occupied by _____
Tenant's Name

Extensions **WILL NOT** be granted for any 24-hour (life-threatening) issues. This form must be returned to Tyler Housing Agency before the due date of the repairs.

Extensions will be granted in cases where THA has determined that the owner has attempted to correct the deficiency(ies) and is unable to for reasons beyond the owner's control.

The owner must submit a written request for an extension. The request must state the reason(s) for the delay in completing the deficiency provide proof for the delay (i.e. insurance, parts, weather, etc.) and give an approximate date of completion. Extensions will be approved on a case-by-case basis. For an extension, call John Thompson at (903) 531-1303, e-mail jthompson@tylertexas.com Fax: (903) 531-1333

Owner/Agent Name: _____ Date _____

Note: If repairs are not complete by the deadline, you will receive a Termination of Housing Assistance Payment Contract Notice for failing to complete repairs.

Tyler Housing Agency Office use ONLY	
Extension Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Extension Period until:	_____
Signature _____	Date: _____
Inspection Supervisor	