

MANAGEMENT AGENT LETTERHEAD

EXTENSION REQUEST

To: Inspection Contractor (if requested extension date is <= 6 months after inspection date); or
Asset Mgr (if requested extension date is > 6 months after inspection date & MSHDA Financed); and
Compliance Officer (all requests)

From: Management Agent Name
Management Agent Company

Date:

Development Name: MSHDA #

Inspection Date:

This is a request for an extension of the deadline to correct the following deficiency item(s) that were noted during the physical inspection conducted at the above mentioned property on the date noted above. An Extension Request must be submitted for all deficiencies that will not be corrected by the required due date originally specified (Note: M items corrected within the 6 month deadline do not require an Extension Request).

| Item | Specific Location of Deficiency (Unit/Common Area/ Building Address/ Grounds/System) | Level (EH&S, H/S, L3, L2, L1, or "M" for MSHDA) | Description of Deficiency (must be the same as noted in inspection report) | Required Completion Due Date (original) | Requested Extension Date (Date each deficiency will be corrected) | Reason for the Request |
|------|--|---|--|---|---|------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

(attach additional pages, if necessary)

When all corrective actions have been completed, I will submit a final Owner's Certification and Attachment A to MSHDA Compliance and to the contractor to certify that all physical inspection deficiencies have been corrected.

Signed by: _____

Title: _____

cc: MSHDA Compliance (email all requests to mshdacompli@michigan.gov)
Inspection Contractor (if applicable – i.e. requests > 6 months)
Asset Manager (if applicable – i.e. MSHDA financed development requests < 6 months)