

SPECIAL INSPECTION REQUEST (INCOMPLETE FORMS WILL NOT BE PROCESSED)

If at any time **the Landlord or the Tenant** notifies MBCHA that the unit does not meet Housing Quality Standards, and that those HQS items may pose a serious health and safety threat, MBCHA may inspect the unit.

MBCHA recommends that you initially report any problems to your landlord and give them at least 7-10 days, depending upon the circumstances, to correct the problem before contacting Macon-Bibb County Housing Authority.

Please select which item below your Special Inspection Request pertains to:

- Electrical problems that are reported as life threatening (exposed live wires, etc.)
- Natural Gas Leaks
- Major water leaks (not sink drips, "running" toilets, faucets, etc.)
- Vermin (major rat, mice infestation)
- Major roof leaks
- Heating units not working properly during winter months
- AC Unit (central & window) not working properly during summer months
- Major building structural problems that pose an immediate danger to occupants
- Sewage leaking into the living area
- Toilet not working properly when only one toilet is present
- Landlord provided refrigerator not working
- Landlord provided stove when both stove top & oven both are not working

Note: The MBCHA also have the right and may determine that the complaint you reported is more of a tenant-landlord type issue and should be handled by you and your landlord instead of the MBCHA intervening by conducting a special inspection.

Please print clearly:

Date: _____ **Person requesting the Special Inspection:** Landlord Tenant

Tenant Name

Landlord Name

Tenant Address

Landlord Address

Tenant Phone Number

Owner Phone Number

Please indicate the date(s) the complaint was given to the Landlord/Tenant:

First Date

Second Date

Third Date

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How was the Landlord/Tenant contacted? Mail Phone In Person

Have you allowed adequate time **(at least 7-10 days, depending upon the circumstances)** for a response?
 Yes No

Please **BRIEFLY** describe the complaint: *(For example: Kitchen – leak under sink; Bathroom – clogged sink)*

Landlord/Tenant Response:

**Please return form to: Section 8 Inspection Liaison
Macon-Bibb County Housing Authority
PO Box 4928
Macon GA 31208-4928**

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