



Housing Specialist: \_\_\_\_\_

Case #: \_\_\_\_\_

### VOUCHER EXTENSION REQUEST FORM

The Housing Choice Voucher expires at the end of sixty (60) days from the date of issuance unless the family submits a written request to extend their voucher. To request an extension of a voucher, the family is responsible for completing the *Voucher Extension Request Form*. An extension may be granted for additional days for extenuating circumstances. Examples of such circumstances include: hospitalization; the family size or special requirements make finding a unit difficult; or a family emergency affecting an immediate family member. The extension is recorded on the voucher in the family's file and the family will be notified in writing.

Expired vouchers will be reassigned to the next eligible applicant on the Waiting List.

Reason for requesting an extension:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Today's Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Mailing Address, Apt #: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

For Housing Staff Use Only				
_____	_____	_____	_____	_____
Approved	Denied	Expiration Date	Housing Coordinator	Today's Date