

## 6. Voucher Extension Request Form

### 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 an additional 30 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:

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

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

Social Security #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

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

#### For Housing Staff Use Only

_____	_____	_____	_____	_____
Approved	Denied	Expiration Date	Housing Officer	Today's Date