



VOUCHER EXTENSION REQUEST

Housing Connect will automatically approve one 30-day extension upon written request from the family. **A second extension is not automatically approved. Please contact your case manager to verify status of second extension request. A voucher's maximum days may never exceed 120 days with extension approvals.**

Housing Connect may approve additional extensions only in the following circumstances:

- It is necessary as a reasonable accommodation for a person with disabilities.
- It is necessary due to reasons beyond the family's control, as determined by the agency.

Following is a list of extenuating circumstances that the agency may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:

- Serious illness or death in the family
- Other family emergency
- Obstacles due to employment
- Whether the family has already submitted requests for tenancy approval that were not approved by the agency
- Whether family size or other special requirements make finding a unit difficult

Any request for an additional extension must include the reason(s) an additional extension is necessary. Housing Connect may require the family to provide documentation to support the request.

All requests for extensions to the voucher term must be made in writing and submitted to Housing Connect prior to the expiration date of the voucher (or extended term of the voucher).

This is my 1st request _____ This is my 2nd request _____

_____ am requesting an extension on my voucher.
(Print Name)

Reason: _____

Signature Date

Address _____

City, State, Zip _____

Phone No. _____