

VOUCHER EXTENSION REQUEST

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The term of a Voucher plus any extensions may not exceed 120 days. The Initial Voucher is issued for 60 days. This initial period may be extended for an additional 30 days with a maximum of two extensions. To request an extension, complete the following form:

I/We request an extension to the term of the Voucher issued by the Housing Authority of Washington County - Rental Assistance Division on _____ . I/We were not able to locate a unit due to the following reason(s):

- Rents not within the Payment Standards*
- Could not locate suitable unit*
- Unable to find unit in desired location*
- Other* _____

* A list of units/Landlords I/We contacted is provided on the reverse side of this form.

Family signature

Date

APPROVAL / DENIAL OF EXTENSION REQUEST

Approved:

Voucher # _____ For _____ has been approved for an extension of 30 days with a new expiration date of _____.

Denied:

Voucher # _____ For the _____ Family has been denied for the

following reason(s): _____

For the Rental Assistance Division

Date

LANDLORD CONTACTS

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Return this form to our office no later than _____
 (If not received by this date, a drop letter will be sent to notify you that your Voucher has expired, unless
 a Request for Approval of Tenancy has been turned in.)

NAME: _____

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List all contacts you make in your search for a unit. Comment on the size, rent and location of units you find and why you did not choose the unit. At least five (5) contacts must be made per week. ***This page must be full in order to receive the Extension. Contacts can be made by phone, email or in person.***

Date	Landlord	Phone #	Unit Address	Bed Size	Comments
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