

Palm Beach County Housing Authority

Housing Choice Voucher Extension Request

Under the Section 8 Housing Choice Voucher Program, participants have 60 days to find a suitable unit when they are first issued a voucher or when they have moved out of an assisted unit. If you have not been able to locate a suitable unit within this time frame, you may request an extension from the Housing Authority. If you wish to receive an extension, you must make the request in writing. Request for an extension must be received (7) calendar days before the expiration of the voucher or your voucher transfer deadline. If you do not request an extension by this due date your participation in the Section 8 Housing Choice Voucher Program will be terminated.

PLEASE COMPLETE THE FORM BELOW TO REQUEST ADDITIONAL TIME TO SEARCH FOR A UNIT.

Name of Head of Household: _____ Tenant ID Number: _____

Home Address: _____

Mailing Address: _____

Phone numbers: Home _____ Work: _____ Cell: _____

Email Address _____

Please state the reason you have not been able to locate a suitable unit within 60 days: _____

Next Steps:

When the Housing Authority receives your Housing Choice Voucher Extension Request Form, your request will be evaluated. Extensions are not automatically granted. If your request is denied and you have not submitted a RFTA to the Housing Authority by the expiration date of your voucher or Transfer voucher deadline, your participation in Section 8 HCV program will be terminated. If the Housing Authority approves your request, you may receive up to 60 additional days to find suitable housing. However, if an extension is granted, in addition to submitting an RFTA on or before the last days of your extension period, your new unit must be HQS inspected and your lease must be within (7) calendar days of your extension deadline. Therefore, even if an RFTA is submitted within the designated time frame, if unit is not available for inspection or does not pass inspection, or if any other factor delays the beginning of your lease more than 7 calendar days past your extension period, you will lose your housing assistance and be terminated from the program. We strongly urge that you find a unit and submit an RFTA as soon as possible.

Print Head of Household Name

Signature of Head of Household

Date: _____

Supervisor/Housing Specialist

Approval/Denial

Date