



**HARRISONBURG**  
**REDEVELOPMENT AND**  
**HOUSING AUTHORITY**  
 P.O. BOX 1071 + HARRISONBURG, VA 22803  
 Phone/VTDD 540-434-7386 + Fax 540-432-1113

**EXTENSION REQUEST**  
**HOUSING CHOICE VOUCHER PROGRAM**

**SUBMIT TO REQUEST ADDITIONAL TIME TO SEARCH FOR A UNIT**

Head of Household Name	Last 4 of SSN	Voucher Expiration Date
Home Address		
Mailing Address (if different)		
Home Phone	Cell/Other Phone	Email Address
Head of Household Signature	Date	

**Reason(s) you have been unable to find a suitable unit during the term of your voucher:**

Unable to find unit that is:    Affordable    Accepting Section 8    The right size    Inspection-ready    The right location

Other:    Lack money for deposit, etc.    Failed credit screening    Health issues    Transportation to view units    Other

Details: \_\_\_\_\_

Under the Housing Choice Voucher (HCV) program, you have **60 days** to find a suitable unit when you are first issued a voucher, or when you have moved out of an assisted unit. If you are unable to locate a suitable unit within this timeframe, you may request an extension of up to 60 days. **Extension requests must be received in writing (this form) by your HCV Specialist at least seven (7) calendar days before your voucher expires.** If you do not request an extension by this due date, your participation in the HCV program will be terminated.

Extensions are not granted automatically. HRHA may ask for documentation of your search efforts. If your request is denied, and you have not submitted a Request for Tenancy Approval (RFTA) to HRHA by your voucher expiration date, your participation in the HCV program terminates.

If your extension request is approved, you will receive up to 60 additional days to find suitable housing. You must submit an RFTA on or before the last day of your extension period. **If you do not submit an RFTA by the end of the voucher term, you will lose your housing assistance and be terminated from the program.** We strongly urge you to find a unit and submit an RFTA as soon as possible. A second extension may be granted under extenuating circumstances, and you may be required to submit documentation of your search efforts and or extenuating circumstances.

From the date you submit an RFTA until HRHA notifies you that your request is approved or denied, the term of the voucher is suspended. If an RFTA is denied, your voucher term will be extended for the period it was suspended.

HRHA OFFICE USE ONLY				
Date: _____	Initials: _____			
1	2	<input type="checkbox"/> Approve		
Orig. Issue Date	Orig. Expire Date	Date Request Rcv'd	Request #	<input type="checkbox"/> Deny
				Notes/Details