The Housing Authority
of the City of Jacksonville

<u>Requesting for Extensions of the Term:</u>

A family may request an extension of the Voucher time-period. The HA will automatically approve one 30-day extension upon written request from the family; however, the request for an extension must be received prior to the expiration date of the initial 60-day time frame. The HA will approve one 30-day extension for portability vouchers; however, the request for an extension must be received prior to the expiration date of the initial 60-day time frame. The HA will approve additional extensions only in the following circumstances:
It is necessary as a reasonable accommodation for a person with disabilities to find an accessible unit.
It is necessary due to reasons beyond the family's control, as determined by the HA. The following is a list of extenuating circumstances that the HA 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 immediate family
- Other family emergency
- Obstacles due to employment
- The family has turned in a Request for Lease Approval prior to the expiration of the 60-day time period, but the unit has not passed HQS.
- 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. The HA 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 the HA prior to the expiration date of the voucher (or extended term of the voucher).

The HA will decide whether to approve or deny an extension request within 20 business days of the date the request is received and will immediately provide the family written notice of its decision.

The HA may grant one or more extensions of the term, but the initial term plus any extensions will not exceed 120 calendar days from the initial date of issuance without an extraordinary reason.