Instructions for Housing Choice Voucher Extension Request Form

If you are requesting a voucher extension that exceeds your initial voucher issue date, the Housing Authority asks that you complete this extension form and you will be notified of our decision within 10 business days.

The Housing Authority is collecting information related to housing search barriers and will review your request for an extension. Generally all requests for extensions beyond 240 days must be related to a disability and information from a 3rd party provider familiar with your disability must be provided. For more information regarding the Reasonable Accommodation process please go to https://www.kcha.org/residents/accommodations/ or contact your KCHA representative.
Housing Choice Voucher Extension Request Form

Participant Name: ___________________________ Date: __________________

Mailing Address: _____________________________

Cellphone Number: ___________________________ Other Phone Number: __________________

Email Address: ______________________________

Number of rental applications submitted since voucher received: __________________

Area Searching:  □ South (Auburn/Kent/Federal Way)  □ Southwest (Burien/Des Moines/SeaTac/Tukwila)
□ Eastside (Bellevue/Kirkland/Issaquah/Redmond)  □ North (Shoreline/Lake Forest Park)  □ Outside King County

Where are you currently living?  □ Apartment/house you rent  □ Shelter/transitional housing  □ Car/Camper
□ Hospital/medical facility  □ Friends/family  □ Motel/hotel  □ Couch surfing
□ Outside  □ Other: ____________________________________________

What difficulties have you had while looking for housing with your voucher? (check all that apply)

□ Medical/health issues  □ No access to search tools (computer, internet, phone, etc.)
□ Low credit score/negative credit history  □ Criminal history
□ Income is too low  □ No transportation

□ Trouble finding units with the right:
  □ Bedroom size  □ Location
  □ Rent/cost  □ Building type (apartment, single family homes, etc.)

□ Schedule/no time to search (due to work, childcare, commute, etc.)
□ Family obligations (taking care of kids, other family members, etc.)
□ Difficulty communicating with landlords/property managers
□ Negative rental history (eviction, unit damage, debt owed to prior landlord, etc.)
□ Don’t have enough money for moving costs (including application fees, first/last/security deposit, etc.)
□ Voucher amount too low (can’t find any units within voucher amount)
□ Landlord does not want to participate in Section 8 program
□ Domestic Violence
□ Other: ______________________________________________________________________________________

Participant Signature

Office Use Only - If household requests an extension

Household is a:  □ New Voucher Holder  □ Mover

Initial Voucher Expiration Date: ____________________

□ Extension granted  □ Extension Denied Date: ____________________
□ 1st extension after 120 days  □ FINAL extension after 180 days
□ RA request (240+ days)

Date sent to 504 Coordinator: ____________________

Housing Representative