



## Voucher Extension Request Form

***All requests must be in writing and received by this office prior to the voucher expiration date***

**Applicant/Participant Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

The Georgia Department of Community Affairs (DCA) has determined that a maximum voucher search time of 120-days is a reasonable period to obtain housing and will only extend a voucher beyond this period for the following circumstances. Please note, the presence of these circumstances does not guarantee an extension will be granted.

- It is necessary as a reasonable accommodation for a person with disabilities;
- Serious illness or death in the family;
- Other family emergency;
- Obstacles due to employment;
- Whether the family has already submitted Requests for Tenancy Approval (RTA) that were not approved by DCA;
- Whether family size or other special requirements make finding a unit difficult; or
- Other similar circumstances identified by DCA.

Any family wishing to port out of DCA's jurisdiction will not be approved for any extensions to their voucher except under the following circumstances.

- The initial term of the voucher will expire before the portable family will be issued a voucher by the receiving housing authority;
- The family decides to return to DCA's jurisdiction and search for a unit there; or
- The family decides to search for a unit in a third housing authority's jurisdiction.

Please provide the reason you are requesting an extension beyond the allotted 120 days (attach documentation, if necessary):

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**Applicant/Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

DCA Use Only:

☐ Voucher Extension Approved

☐ Voucher Extension Denied

Initial Voucher Expiration Date: \_\_\_\_\_

Updated Voucher Expiration Date: \_\_\_\_\_

Termination Date: \_\_\_\_\_

Date Move Request Cancelled: \_\_\_\_\_