



Department of  
Housing Preservation  
& Development  
nyc.gov/hpd

MARIA TORRES-SPRINGER  
Commissioner  
DON SHACKNAI  
First Deputy Commissioner  
EVA TRIMBLE  
Deputy Commissioner  
LAURIE LoPRIMO  
Assistant Commissioner

Office of Financial Management  
and Analysis  
Division of Tenant Resources  
100 Gold Street  
New York, N.Y. 10038

**Request for Voucher Extension Form**

Date: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Age: \_\_\_\_\_

Are you a Section 8 participant or applicant?  Participant  Applicant

Are you requesting portability?  Yes  No

Are you disabled?  Yes  No If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Boro \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Number: \_\_\_\_\_ Area Code \_\_\_\_\_

Voucher Issuance Date: \_\_\_\_\_

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

**Explanation of your request for a Voucher extension**

What is the reason that you need to move at this time?

\_\_\_\_\_  
\_\_\_\_\_

Why have you been unable to locate a unit in 120 days?

\_\_\_\_\_  
\_\_\_\_\_

What efforts have you made to locate another unit? (Be specific)

\_\_\_\_\_  
\_\_\_\_\_

Have any documents been submitted to support the request for an extension?  
 Yes  No If yes, what type of document(s):

\_\_\_\_\_  
\_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Received By: \_\_\_\_\_



**For HPD official use only: To be filled out by the In-Take Processor.**

Exclusion or Abatement? Yes      No

If yes, why: \_\_\_\_\_

Last Annual Recertification: \_\_\_\_\_

Any break in HPD Payments to the LL? Yes      No

Entity Alert? Yes      No

Immediate threat of homelessness: Yes      No

Does the participant require an elevator building? Yes      No

Has the participant requested a previous extension on this Voucher? Yes      No

Are there multiple HQS failures? Yes      No

**Move Unit/Initials Unit Recommendation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Print Name

Date \_\_\_\_\_

**Final Determination:**

Reviewed by Review Committee? Yes No Date: \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Print Name

Date \_\_\_\_\_

