

## EXTENSION REQUEST FORM

All extension requests must be submitted to HUD's Asset Manager prior to the expiration of the contract or preferably at least 5 days prior to the expiration of the contract along with the following items:

1. Appropriate non-refundable extension fee, as determined in the matrix below:

Sales Price	\$25,000.00 or less	\$25,000.01 to \$50,000.00	Over \$50,000.00
Extension Fee	\$150.00 (\$10.00 per day)	\$225.00 (\$15.00 per day)	\$375.00 (\$25.00 per day)

2. Current documentation on the purchaser's financial ability/status.

- a. If a loan is involved, an explanation from the loan officer must be attached indicating the current status of the loan and all remaining conditions.
- b. If it is a cash sale, current proof of available funds must be provided by either a letter or an account statement from the purchaser's financial institution(s).

**IMPORTANT: If the Asset Manager has not received ALL of the following: 1) extension request form, 2) extension fees, and 3) appropriate financial letter from the Lender by contract expiration, the contract will be cancelled.**

<b><u>PURCHASER/SELLING BROKER USE ONLY</u></b>		
<small>[PLEASE NOTE: NO PARTIAL PAYMENTS OR PERSONAL CHECKS WILL BE ACCEPTED.]</small>		
<b>Make check payable to "HUD."</b>		
Date: _____		
Case #: _____	Selling Broker Signature: _____	
Address: _____	Telephone: _____	
	Facsimile: _____	
Reason(s) for Extension: _____		
_____		
Purchaser's Signature _____	Purchaser's Signature _____	Date _____

<b><u>Asset Manager USE ONLY</u></b>		
Asset Manager/Closing Agent: _____		
Telephone: _____	Facsimile: _____	
Date AM/CA received the extension fee: _____	Estimated Closing Date: _____	
<input type="checkbox"/> Cash Sale	<input type="checkbox"/> Current proof of funds is attached	
<input type="checkbox"/> Financed Sale	<input type="checkbox"/> Lender Letter is attached	<input type="checkbox"/> Loan Documents have been received by CA
AMOUNT RECEIVED: _____	Type of Funds:	<input type="checkbox"/> P.O. Money Order <input type="checkbox"/> Certified/Cashiers Check
		No. _____
Date Sent to M&M: _____	Method of Transmittal:	<input type="checkbox"/> Fed Ex <input type="checkbox"/> Courier <input type="checkbox"/> E-mail
Date Received from M&M: _____	Method of Transmittal:	<input type="checkbox"/> Fed Ex <input type="checkbox"/> Courier <input type="checkbox"/> E-mail
Date Real Estate Agent Notified: _____	Date Scanned Into RQ: _____	

<b><u>USE ONLY by AM</u></b>		
<input type="checkbox"/> The request for a 15 day extension has been approved and the fee is to be: <input type="checkbox"/> Waived <input type="checkbox"/> Charged		
As a result of the approved extension the contract has been extended to: _____		
<input type="checkbox"/> The request for a 15 day extension has been denied for the following reasons, including, without limitation:		
<input type="checkbox"/> Extension Fee not provided <input type="checkbox"/> Lender Letter not provided <input type="checkbox"/> Other: _____		

Executed by: _____	Date: _____
Title: _____	