



Request for Voucher Extension

Instructions: All extension requests must be made in writing and submitted to Metro Housing|Boston before the voucher expiration date, and must include the reason that you need more time to search. Metro Housing|Boston will approve an initial extension request for one 30-day extension. Participants in Section 8 Portability, MRVP, and other programs may be subject to additional requirements.

Additional extensions may be approved for extenuating circumstances beyond the family’s control, including but not limited to: serious illness, death, or other family emergency; obstacles due to employment; previous units not approved by Metro Housing|Boston; family size or other special circumstances that make it difficult to find a unit that meets the family’s needs. Metro Housing|Boston may also approve an extension if it is necessary as a reasonable accommodation for a person with disabilities. Supporting documentation is required for any additional extension requests. Additional extensions are not guaranteed.

Submit this form to Metro Housing Boston, Attn Gateway, 1411 Tremont Street, Boston, MA 02120, or via email to Gateway@metrohousingboston.org, or via fax to (617) 532-7670. If you have any questions, contact us at the above email, or call us at (617) 425-6611.

Head of Household Information:

Name: _____

Phone Number: _____

Mailing Address: _____

Email Address: _____

Reason for Extension (Attach supporting documentation):

- I have made a reasonable effort to locate a unit but could not find a suitable place. ***For the initial extension request only. Please explain in the space below.***
- Extenuating circumstances beyond my control have affected my ability to find a unit. ***Please explain in the space below.***
- I require a reasonable accommodation for a household member with disabilities. ***Verification from a knowledgeable professional is required.***
- Other (please specify): _____

Please provide any supporting details: _____

Head of Household Signature: _____ **Date:** _____