Matt Martin
REAL ESTATE MANAGEMENT

Extension Request Form

All extension requests must be submitted to HUDs designated closing agent **at least 5 days prior** to the expiration of the contract along with the following items:

1. Appropriate non-refundable extension fee, $375 ($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. Letter must have a current date and include the loan officer's contact information.
   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).

If the closing agent has not received a timely extension request form along with the appropriate non-refundable fee and appropriate financial letter, the contract shall be deemed cancelled and the earnest money will be remitted to the appropriate AM Contractor who will then forward it to HUD.

Purchaser/Selling Broker ONLY

Date: _____

Case #: _____ Selling Broker: _____

Property Address: _____ Telephone: _____

_____ Facsimile: _____

Reason(s) for Extension: _____

_____

_____ _____ _____

Purchaser's Signature Purchaser's Signature Date

HUD Closing Agent Use ONLY

HUD Closing Agent: _____

Telephone: _____ Facsimile: _____

Date CA received the extension fee: _____ Estimated Closing Date: _____

____ Cash sale _____Current proof of funds attached

_____ Financed sale _____ Lender letter attached _____ Loan documents have been received by CA

Amount Received: _____ Type of funds: _____ Money Order _____ Certified/Cashiers Check

No. _____

Date Sent to AM: _____ Method of Transmittal: ___Fed Ex ___Courier ___Email

Date Received from AM: _____ Method of Transmittal: ___Fed Ex ___Courier ___Email

Date Real Estate Agent Notified: _____

AM Contractor Use ONLY

_____ The request for a 15 day extension has been approved and the fee is to be _____Waived _____Charged
As a result of the approved extension, the contract has been extended from _____ to _____

_____ The request for a 15 day extension has been denied for the following, but may not be limited to the following:

_____

_____

Executed by: _____ Date: _____
AM Contractor