



Bloomington Housing Authority
 1007 North Summit, Bloomington, Indiana 47404
 812-339-3491 fax 812-339-7177

Voucher Extension and Subsidy Standard Policy

By signing below, I understand and agree to the following:

- 1) I understand that I have 90 days from voucher issuance date to locate a unit for program participation and to have a correct and complete Request for Tenancy Approval (RTA) submitted to Bloomington Housing Authority (BHA). I understand that failure to do so will result in the expiration of my voucher without further notice.
- 2) I understand that if I am eligible for a 30-day extension (granting a total of 120 days), that I will submit a written or emailed request for the extension, along with any required verifications, to BHA prior to the original expiration of my voucher (90 days from voucher issuance). I understand that extensions are at the sole discretion of BHA and will only be granted for the following reasons:
 - Medical or family emergency which has affected the family’s ability to locate a unit within the initial 90 day period.
 - The family was prevented from finding a unit due to disability and requires additional time as a reasonable accommodation
 - The family is eligible for a larger-size unit (4 or 5-bedrooms) and has been unable to locate a unit. Verification of the family’s search record will be required.
- 3) I understand BHA will assign one bedroom for each two persons within the household, except in the following circumstances:
 - Persons of the opposite sex (other than spouses, and children under 12) will be allocated separate bedrooms. Single person families will be allocated one bedroom. If you are a person with disabilities and require an accommodation, please notify a BHA staff member.

 Printed Name

 Date

 Head of Household Signature

 BHA Staff Signature

