



Extension Request Instructions

All extension requests must be submitted to the correct location at least 5 days prior to the expiration of the contract along with the following completed form, supporting documents and certified funds if necessary.

For Buyer Select Closing Agent Areas submit the extension request, supporting documents and certified funds if necessary to the below address and email a copy of the form, supporting documents & funds to closing3P@citysidecorp.com :

Cityside Management Corporation
Attn: HUD Closing Department
186 Granite Street, Suite 301
Manchester, NH 03101

For areas with a HUD Designated Closing Agent submit the extension request, supporting documents and certified funds if necessary to the HUD Designated Closing Agent Office.

Extension Requests:

Cityside Management Corporation, as HUD's representative, may grant an extension of closing time and if approved each extension will be for a period of fifteen (15) days.

Supporting documents submitted with the extension request must establish that a closing can reasonably be expected to occur within the extension period.

Extension fee checks are to be either Money Order or Bank Certified made payable to HUD.
Personal checks and Cash are NOT accepted.

Extension fees are **non-refundable**, however if the closing occurs in less than the approved extension time the buyer will be credited at closing for the per day fee for the unused portion of time

The approval of one extension does not obligate Cityside Management Corporation, as HUD's representative to grant any additional extensions.



Extension Request Form

Case #: _____

Property Address: _____

Purchaser(s) name(s): _____

Purchaser Type: Owner Occupant Investor

Financing Type: Conv/Cash FHA 203B FHA 203K

Selling Broker/Agent: _____

Selling Broker/Agent Phone: _____

Selling Broker/Agent Address: _____

Reasons for Extension Request:

- Purchaser Delay Lender Delay Other
- Closing Agent Delay Title Issue

Required Extension Fees

Sales Price	\$25,000 or or less	\$25,001 to \$50,000	50,001 and over
Extension Fee per day	\$10.00 per day	\$15.00 per day	\$25.00 per day
Extension fee total	\$150.00	\$225.00	\$375.00

Purchaser(s) Signature(s): _____ Date: _____

Broker Signature: _____ Date: _____

Cityside use only	
<input type="checkbox"/> Investor	<input type="checkbox"/> Owner Occupant
Request for 15 day extension approved. Fee is to be <input type="checkbox"/> Waived <input type="checkbox"/> Charged	
Fee Received? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contract has been extended from: _____ to: _____ Ext# _____	
Executed by: _____ Date: _____	
Title: _____	