



## **Extension Request Instructions**

K. M. Minemier & Associates LLC, 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.

All extension requests must be submitted to K. M. Minemier & Associates LLC at least 5 days prior to the expiration of the contract along with the following completed form, supporting documents and certified funds if necessary.

K. M. Minemier & Associates LLC  
Attn: HUD Closing Department  
4975 Lacrosse Road, Suite 355  
Charleston, SC 29406

### **Supporting Documents:**

- Supporting documents such as a lender letter, inspection report, violations etc. must support extension request and 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 K. M. Minemier & Associates LLC, 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
<b>Extension Fee per day</b>	\$10.00 per day	\$15.00 per day	\$25.00 per day
<b>Extension fee total</b>	\$150.00	\$225.00	\$375.00

Purchaser(s) Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

KMM 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: _____	