

# Request For Extension Of Closing Date

Property Address:

.....  
Street City State Zip Code

FHA Case #: .....

Application for mortgage financing on the above referenced property has been made on: .....

to ( mortgage lender): .....

However, closing cannot be accomplished within the originally agreed upon time frame of: ..... days

On behalf of my client(s), I am requesting an extension of the scheduled closing date for 15 days. Enclosed is a certified check or money order in the amount of \$150.00 payable to HUD.

I understand that this extension fee is non-refundable but, if closing occurs in less than the approved extension of time, my client(s) will be credited at closing for the per day fee for the unused portion of time. I understand that if this request is denied the check or money order will be returned.

The following documentation is attached in support of this request:

- \_\_\_ Copy of the sales contract signed by ALL parties, including CitiWest, as HUD's Representative.
- \_\_\_ Any document provided showing the originally scheduled closing date.
- \_\_\_ Copy of the mortgage loan application.
- \_\_\_ Notification from the mortgage lender concerning imminent approval of the application.
- \_\_\_ Other pertinent documents and information.

Selling Broker's Signature: ..... Date:

Company Name: .....

Company Address:

.....  
Street City State Zip Code

*(This section to be completed by CitiWest as HUD's Representative, and by HUD's Closing Agent.)*

Date Request Received By Closing Agent: .....

Funds in the amount of \$ \_\_\_\_\_ received by: .....

Original Contract Expiration Date: .....

New Contract Expiration Date: .....

Number Of Extensions Previously Approved: .....

- Extension of 15 days approved. Closing must occur no later than: .....
- Extension request denied.

CitiWest's Signature: ..... Date: .....

Comments:

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