

CLOSING EXTENSION REQUEST TO HUD SALES CONTRACT
BUYER SELECT CLOSING AGENT

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Property Street Address City State Zip Code

FHA Case #: **Escrow #:**

Buyer's Name:

Broker's Name: **Broker's Phone #:**

Broker's Email: **Broker's Fax #:**

Reason for Extension:

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Application for mortgage financing on the above-referenced property was 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.

Please select the fee appropriate to your contract amount:

- | | |
|--|--|
| <input type="checkbox"/> Contract Sales Price equal to or less than \$25,000 | Extension fee is \$150.00 (\$10 per day) |
| <input type="checkbox"/> Contract Sales Price of \$25,001 to \$50,000 | Extension fee is \$225.00 (\$15 per day) |
| <input type="checkbox"/> Contract Sales Price over \$50,000 | Extension fee is \$375.00 (\$25 per day) |

Enclosed is a certified check or money order in the amount of \$ 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 Ofori & Associates, PC
- 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:**

Print Broker's Name: **Company Name:**

Broker's Company Address:

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Street City State Zip Code

(This section to be completed by Ofori & Associates, P.C.)

Date Request Received: **Funds in the amount of \$:** **Received by:**

Comments on Extension Requests (required for title issues):

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Original Contract Expiration Date: **Number Of Extensions Previously Approved:**

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

Extension fees charged: YES [] Extension amount charged: NO []

Extension request denied.

Ofori & Associates, PC Signature: **Date:**