

OWNER'S REQUEST FOR AN EXTENSION AND/OR WORKOUT PLAN

Directions: Submit this form when you require more time for purposes of responding to: file and physical inspection 60-Day Notices, completion of the annual report (due March 15 of the current year), response to annual report 60-Day Notices, and so forth. IRC §42 allows up to a total of six months (4 months beyond the normal 60-Day correction period) from the date the 60-day notice is issued so long as there is sufficient justification for the extension. Requests of one or more months in relation to the physical inspection require a workout plan in addition to the justification statement. To make the request, complete this form and upload it to the Procorem work center to the corresponding folder (i.e., Annual Report, Files Inspection, Physical Inspection). Once approved, the task due date will be adjusted.

Project Name:	Procorem #:
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On behalf of the owner, I am requesting an extension to address the following,

Physical Inspection (60-Day Notice)
Files Inspection (60-Day Notice)
Annual Report Submission Deadline
Annual Report Desk Audit (60-Day Notice)
Drive-by or other Special Inspection performed by KHRC
Other: _____

Original due date for the item marked above: _____

My justification for this request is as follows:
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The amount of time requested is from the original due date above:

- One Week
- Two Weeks
- Three Weeks
- 1 Month **For Physical Inspection, you must include a workout plan. See requirements below.*
- Two Months **For Physical Inspection, you must include a workout plan. See requirements below.*
- Three Months **For Physical Inspection, you must include a workout plan. See requirements below. For Annual Report, this length of time is not an option.*
- Four Months **For Physical Inspection, you must include a workout plan. See requirements below. For Annual Report, this length of time is not an option.*

*The workout plan submitted with this request must include: 1) A plan on how management intends to correct the deficiencies. 2) A timeframe for correcting the deficiencies. Monthly updates are required and management is to notify KHRC via the Procorem work center of their progress.

Owner/Agent's Printed Name	Signature
Contact Phone #	Date

Note: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statement or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

State Agency Approval:

Director/Sr Physical Inspector/Sr Compliance Officer Date

New Due Date Assigned