

# RESIDENCY EXTENSION REQUEST

Under Board Rule 4.6(a), all full-time employees are permitted six (6) months to establish permanent residency within the City of Chicago. Before the expiration of the initial six-month period or any subsequently granted extension, employee must complete a new form to request an extension. Persons employed with City Colleges of Chicago who fail to move into the City or request an extension will be considered in violation of this rule. Inspector General reserves the right to ask for additional documentation to satisfy the residency requirement. *Forward completed and signed form to district Office of Human Resources.*

## 1. EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_  
 College/Location: \_\_\_\_\_ Department: \_\_\_\_\_  
 FT Hire/Promotion Date: \_\_\_\_\_ Six Month Expiry Date: \_\_\_\_\_

## 2. EXTENSION REQUEST (ONLY ONE EXTENSION REQUEST PER FORM – A, B, C or D)

- A.  Initial 3 Month Extension – Indicate the Initial Extension Expiry Date: \_\_\_\_\_  
(9 months after FT hire/promotion date)  
 or  
 B.  Second 3 Month Extension – Indicate the Second Extension Expiry Date: \_\_\_\_\_  
(12 months after FT hire/promotion date)

Reason for Residency Extension Request: \_\_\_\_\_  
(Short statement of individual circumstances. Attach additional sheet if desired.)

## Real Estate (RE) Sale Extension (Employee must submit documentation indicating a good faith effort to sell his/her primary residence.)

- C.  Third 3 Month Extension – Indicate the third Extension expiry date: \_\_\_\_\_  
(15 months after FT hire/promotion date)  
 or  
 D.  Fourth 3 month RE Extension – Indicate the fourth Extension expiry date: \_\_\_\_\_  
(18 months after FT hire/promotion date)

### REQUIRED:

Real Estate Verification Documentation: Initial Contract Date: \_\_\_\_\_ Contract Renewal Date: \_\_\_\_\_

Copy of Current Listing Contract attached indicating MLS number.

OR  For Sale by Owner documentation attached. (Include copies of advertisements, responses, showings, etc.)

## 3. SIGNATURE

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee signature required)

The District may extend the time during which a new employee will establish residency in the City- up to two (2) three-month periods and if required, two (2) additional three-month Real Estate sale extensions. Extensions granted must be warranted by the individual circumstances of the employee and deemed in the best interests of the District. College and/or Department leadership will be consulted for approval.

## 4. DISTRICT OFFICE OF HUMAN RESOURCES

1. Expiry dates OK   
 2. RE Exemption Verified  N/A

APPROVED  NOT APPROVED  Reason(s): \_\_\_\_\_

OHR Vice Chancellor: \_\_\_\_\_ Date: \_\_\_\_\_