

Required Moving Procedures for the Housing Choice Voucher Program

Forms:

Notice of Intent to Vacate

Landlord Certification of Good Standing

Request for Tenancy Approval (RFTA) N/A for PORTS

The following items are required before you will be permitted to transfer units, or PORT your voucher with the Housing Choice Voucher Program (HCVP):

- _____ 1- You must provide a written request to our office of your intent to vacate **not less than 30 days prior to the date you wish to move**. This will be strictly enforced. Notices to Vacate cover a calendar 30 day month. A new form is attached to use as your notice. **To PORT your voucher to another jurisdiction a 60-day notice is required.**
- _____ 2- Once received a voucher will be issued to you which is required by the HCVP.
- _____ 3- You must obtain from our office a **Verification Packet** (same as the ones used for Annual Reexamination), complete it and return to me **within 15 days** of your Notice to move out; HCVP now requires that whenever a move occurs, we must recertify all income, banking information, etc. at that time. **PORTS do not need to complete this step.**
- _____ 4- Your current landlord must complete and return the **Landlord Certification of Good Standing** before final approval will be granted for your unit transfer; this is also required by policy. (Housing Specialist will send this form)
- _____ 5- A **Request for Tenancy Approval (RFTA)** form must be sent to my office from the landlord/owner to which you desire to move. Only one will be processed by this office at a time.
- _____ 6- Lastly, and this will be strictly enforced when transferring units or PORTING your voucher: **you may NOT move into a new unit prior to the first of the month following the 30 days of required Notice.** The HCVP will not pay your current landlord AND a new landlord within the same calendar month for one voucher holder.

Please Note: The responsibility is on you to provide the proper amount of Notice both to your Housing Specialist as well as to the owner/landlord of your unit. Check your current lease or with your current landlord on the length of Notice you are required to submit per your lease agreement; if you signed a lease which requires a **60 day** notice then that is what will be enforced by your landlord and also by this office. Otherwise, **30 days** is the standard requirement.

I have listed some examples below to help guide you in this process:

Example #1: If a 30 Day Notice to Vacate is submitted on 7/25/2022, it will not be effective prior to 9/1/2022, because the (minimum) 30 days is effective 8/1/22 and the move out date not before 8/31/22.

Example #2: If a 30 Day Notice to Vacate is submitted on 8/2/2022, it will not be effective prior to 10/1/2022, because the (minimum) 30 days is effective 9/1/22 and the move out date not before 9/30/22.

Example #3: If a 30 Day Notice to Vacate is submitted on 7/25/2022 and the verification packet and supportive income information is not received by 8/16/2022, the move out/transfer will not be approved.

Example #4: If you have applied for another unit and the landlord has approved you to move in, but you have not completed the required items for the HCVP your move/transfer will not be approved.