



TRANSFER REQUEST FORM

Under the Section 8 Housing Choice Voucher Program, families can move their assistance from one unit to another unit under certain conditions. **All of the following conditions are necessary for a transfer to be approved.**

- Notice to your landlord. You are required to provide proper notice to your landlord as spelled out in your lease agreement. If you do not give proper notice to your landlord, you may be liable for unpaid rent to the landlord and or be terminated from participation in the Section 8 program. Please remember that you are also required to immediately provide the Housing Authority with a copy of any notice given to you by your landlord.
- The first term of the lease has been satisfied. You must have lived in your current Section 8 assisted unit for the first term of the lease. However, if both you and your landlord voluntarily agree to terminate your lease before the end of a lease term, you may be able to transfer before the term ends.
- All money owed to any Housing Authority has been paid in full. All past due amounts must be paid in full before a transfer can be processed.

Also, please be aware that if you transfer, your voucher size will be re-determined in compliance with our current subsidy standards policy. **Your voucher size may be decreased.**

If you would like to transfer your housing assistance to another rental unit, please fill out the form below.

Name of Head of Household: _____ Tenant ID: _____

Home Address: _____ Mailing Address: _____

Phone Numbers: Home: _____ Work: _____ Cell: _____

Email Address: _____

Are you currently living in your assisted unit?

Yes Anticipated move out date (*date may change, depending on when you find a new unit*): _____
Notice will be sent to the landlord informing them of the anticipated move out date.

No Date you moved out of the assisted unit: _____

Please state the reason that you would like to transfer: _____

Next steps in the transfer process:

When the Housing Authority receives your Transfer Request Form, we will send you a Transfer Packet, complete with all of the information and forms that you will need if you find another unit and decide to transfer. The cover letter of this Transfer Packet will inform you of the voucher size you would be assigned if you chose to transfer.

X

Print Head of Household Name Signature of Head of Household Date