



## 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.**

- You have given proper notice to your landlord. You are required to provide proper notice to your landlord. If you do not give proper notice to your landlord, you may 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*): \_\_\_\_\_

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