

So, you want to move?

Maybe you're thinking about moving, or you've already decided to move. Moving is always a very stressful time for you and your family. We at Housing Opportunities of SW WA realize that and would like to make the paperwork process as simple as possible. Please follow the basic rules:

One year commitment. The HAP contract is for one year. If it hasn't been a full year since you last moved, you will need to:

- 1) Submit a written request to the Housing Authority
- 2) Have your landlord's written permission. Please use the *Mutual Rescission* form.
- 3) Before you move, make sure the unit you select is somewhere you will be happy for at least one year!

Give your landlord a written notice to vacate. Your landlord is entitled **by law** to *know in advance* and *in writing* that you are planning to move. Calling or talking about it is not an acceptable way to give your notice.

Make two copies; one for your records, one for your Housing Specialist. HOSWWA does not charge you for making copies.

Give a copy of your vacate notice to your Housing Specialist. If you move without telling the HOSWWA in writing, you will lose your housing assistance. Your Housing Specialist will advise you of the next steps which include issuing you a new Voucher, a Request for Tenancy Approval and a new calculation worksheet. If you move before you get your signed Voucher, you will lose your housing assistance.

Overlap in HAP Payment. The rent for your new unit cannot begin any sooner than the 15th of the month in which you are moving out. For example: Your move out date is July 31. The new unit passes inspection July 6th; we can start the contract/assistance on the new unit as soon as July 15th. See your Housing Specialist for details, as there are restrictions regarding overlapping HAP payments.

Porting out. You are required to notify your Housing Specialist in writing that you would like to use Portability. Please provide the contact information of the Housing Authority to which you wish to Port. This includes the name of the Housing Authority, their address and phone number.

If you have questions concerning the moving process, it is always best to ask your Housing Specialist. Their voice mail works 24 hours per day. Caseload is generally as follows:

Theresa Steele, Extension 22	O-Z TBRA, VASH, HO
Alyena Routh, Extension 49	USDA/ LIHTC
Sandee Van Hook, Extension 97	A-Gi
Heather Embleton, Extension 28	Go-N, Port-in

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