



Connecting people to homes, hope, and opportunity. **Jennifer Westerman, CEO**

So, You Want to Move?

Maybe you're thinking about moving, or you've already decided to move. We know the process can feel intimidating. Here are the basic rules to move your voucher to a new unit:

- * **It's a one-year commitment.** If you are still within the first year of your lease or contract, you need special permission to end your lease early and move to a new unit. You and your landlord can decide to let you out of your lease early with a *Mutual Rescission* form if you both agree. You can pick up a Mutual Rescission form at our front desk, ask us to send you one, or download one from our website: www.hoswwa.org/helpful-links-and-forms/
- * **Give your landlord proper written notice to vacate.** Your landlord is entitled by law to know in advance and *in writing* that you are planning to move. Giving verbal notice is not enough!
- * **Make two copies of your Vacate Notice.** Give us one of the copies. Keep the other copy for your own records. This step is very important. We will not start the paperwork process until we get a copy of your Vacate Notice.
- * **We will tell you your next steps after we get your Vacate Notice.** Your Housing Specialist may ask you to fill out a Move Packet to ensure we have the most up-to-date information. They will send you paperwork to bring to your new landlord when you find a new unit. They will also ask you to sign your new Voucher. It is very important that you do not move out until you sign your new voucher. You will forfeit your assistance if you move before you have signed a new voucher.
- * **Tell us if you want to take your voucher to a new Housing Authority.** You can transfer your voucher to a different Housing Authority if you want to move outside of our jurisdiction. This is called *Portability*. If you want to port to a new area, please ask us for a Request for Portability form or download the form from our website.
- * **If you have Questions:** Contact your Housing Specialist. There are answers to many common questions on the next page. You can find answers to more questions on our website here: <https://hoswwa.org/faq/>





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Frequently Asked Questions about Moving with a Voucher

Question: What if I'm just transferring to a new unit within the same apartment complex or with the same owner? Do I still need to go through the entire paperwork process?

Answer: Yes! You must follow all of the same steps if you want to move your assistance to a new unit, even if you are just moving to a different unit within the same complex. The new unit must still be inspected and approved before you can move, and we must enter into a brand new contract before we can pay rent on the new unit. You must follow all the same steps.

Question: When am I supposed to give notice to move?

Answer: You must always give *appropriate* written notice and follow Washington State Law (RCW 59.18). Make sure you know whether you are in a long-term lease or a month-to-month lease. When a tenant wants to end a month-to-month lease, the notice must be received by the landlord at least 20 days before the end of the rental period. You can find good information about your responsibilities from Northwest Justice Project here:

<https://www.washingtonlawhelp.org/resource/tenants-rights-moving-out>

Question: What if the landlord wants me to move? How much notice do they need to give me?

Answer: Your landlord must follow the contract they entered with the Housing Authority, and they must follow Washington State Law. Remember: We are not trained in tenant-landlord laws and cannot give you legal advice. A landlord must generally give you at least 20-day notice to end a month-to-month agreement, and they must list a reason to ask you to move. You can find good information from Northwest Justice Project about when and how landlords can terminate tenancy: <https://www.washingtonlawhelp.org/resource/new-washington-state-law-landlords-must-give-a-good-reason-to-end-a-tenancy-or-not-renew-a-lease-short-version>

Question: What if I am still in the first term of my lease or Voucher contract?

Answer: We will only give you a new Voucher to move if: 1) your landlord agrees to break the lease early by signing a Mutual Rescission, and 2) the Housing Authority gives you the okay. If your landlord refuses to sign a Mutual Rescission, you will be obligated to remain in your current unit until the end of your term. Contact us if you do not know when your lease started.

