



WHAT TO DO IF YOU WISH TO MOVE WITH CONTINUED ASSISTANCE (Housing Choice Voucher and Shelter Plus Care)

IT CAN TAKE 4-6 WEEKS FOR YOUR FILE REVIEW TO BE COMPLETED AFTER YOU REQUEST TO MOVE WITH CONTINUED ASSISTANCE.

1. Submit a written request to move with continued assistance to your Program Specialist. If you currently qualify to be reviewed for a move, they will send you a Move Packet. As soon as you complete and return the packet to MHA, your specialist can begin the review process.
2. Your Program Specialist will determine whether or not you are in good standing with MHA and your landlord and will verify all income, assets, expenses, and allowances for your household. They will also gather a landlord reference to determine your current tenant standing.

MHA WILL ONLY ALLOW YOU TO MOVE IF YOU ARE IN GOOD STANDING.

This means you must not owe MHA or your current landlord any money and you must be in good standing with your current landlord. Following your lease is a critical part of remaining in good standing with MHA. You must be in compliance with the Family Obligations for your voucher. Even if we learn of violations after your move is initially approved, MHA can deny your move request. If your request to move is denied you can ask for an informal hearing.

3. When the verification process is complete, if you are approved to move, you will be scheduled for a two hour briefing appointment. At the briefing you will receive the information and paperwork you will need to find a unit MHA can approve. That is when you are issued a voucher to move.

4. YOU MUST GIVE YOUR CURRENT LANDLORD A 30 DAY NOTICE AND PROVIDE A COPY TO MHA.

However, you should not give a 30 day notice until you've been approved to move with continued assistance and issued a move voucher by MHA. Be prepared to pay a new security deposit. Your current landlord can take 10-30 days to return deposit money to you.

5. When you find a rental you are interested in, complete the approval process with the landlord first. Once approved by them ask them to complete the Request for Tenancy Approval and return it promptly (preferably by fax) to your Program Specialist. We will check the unit for affordability, rent comparability, and schedule an inspection as soon as the unit is ready to inspect.

6. As soon as the inspection passes, we will contact you to sign a lease with your new landlord. You must provide a copy of your new lease to your program specialist as soon as it is signed. If the inspection does not pass, our inspector will remain in contact with the landlord until we know that all necessary items



have been addressed, so that we can pass it. If the unit won't pass inspection, MHA will issue you a new Request for Tenancy Approval (RFT) form and an updated voucher expiration date.

7. The final step is for you to attend a meeting at MHA with your program specialist. This must happen before we will start assistance on the new unit. At this appointment you'll receive the final breakdown of what you will pay and what MHA will pay to the landlord.

OUR ASSISTANCE BEGINS THE DATE OF THE PASSED INSPECTION OR THE EFFECTIVE DATE OF THE LEASE, WHICHEVER COMES LATER.

TIPS FOR SUCCESS

- * Do not move until we inform you that the inspection has passed and you have signed a new lease. If you move out of your current home and the move request or a new unit is denied, you can lose your voucher housing assistance.
- * Be sure to stay in close contact with your program specialist during each step of this process. Among other things, we must know when you move out of your old home.
- * You must provide a 30 day notice to your current landlord and a copy of it to MHA. Failure to do so will hurt your rental reference from them and is a violation of voucher family obligations.
- * Pay your share of your rent to your current landlord.
- * Be sure to thoroughly clean your current home. Pay for any damages or work out a payment arrangement with your current landlord about those costs. If you have an outstanding debt after your move out process and you do not make arrangements to settle it you are putting your voucher at risk. This can result in termination of your voucher.
- * It is best to turn in your 30 day notice at the start of the month, to be out of your current rental at the end of the same month. We can make overlapping payments-- one for your current home and one for the new-- in one month only. If you wait to turn in the 30-day notice after you find an approvable unit, you could be responsible for additional rent costs on your old unit after your move out. _