



INVESTING IN COMMUNITIES

# REQUEST TO MOVE

Tenant Code: \_\_\_\_\_

CW#: \_\_\_\_\_

I, \_\_\_\_\_, request to move  
(Print the Head of Household's Name)

From: \_\_\_\_\_  
(Print the current assisted unit address where you are requesting to move from)

If you are eligible to move, a MOVER REQUEST CONFIRMATION will be mailed to you.

If you are not eligible to move, a MOVER DENIAL NOTICE will be mailed to you. Your request to move will be denied based on the following reasons:

1. If you have a pending recertification/interim (any recertification that is due within 120 days of the move request is considered a pending recertification)
2. If you owe money to a Public Housing Authority (PHA)
3. If you are in the first year of your lease
4. If you have any outstanding tenant-caused failed inspection items

Check this box if you have already moved from the subsidized unit.  
Please provide the date you moved out of your unit: \_\_\_\_\_

If you have checked the above box indicating you have moved from the subsidized unit, please list the address at which you are currently residing or to which we may mail correspondences to you.

<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>

\_\_\_\_\_  
Head of Household Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
If you have moved from the subsidized unit

\_\_\_\_\_  
Phone – Contact number

**NOTICES TO TENANT:** Please do not serve a vacate notice to your landlord until you have received your voucher **and** submit a Request For Tenancy Approval (RFTA) for a new unit. The move process can take at least 30 days to process. Your Caseworker will follow-up with you by phone or in writing.

If you move from the subsidized unit during the move process, you must provide your Caseworker with an address to which we can mail you correspondences. Please keep your contact number updated.

