

Want to Move?

You must give your current landlord or apartment manager no less than a 30 day written notice. It must include the date you are moving out (the date must be the last day of the month). If you would like to move submit this form signed by yourself and your current landlord or apartment manager.

Tenant

Print Tenant name _____ Date _____

Signature Name _____

Current address _____

Phone Number _____

Date you are moving out _____

Please note that HUD regulations prevent the issuance of a Voucher if any of the following apply:

- 1. Any member of the family owes MRHA VI or any other Housing Authority money or is in default in a repayment agreement.**
- 2. Any member of the family is under review for any violation of Family Obligations.**

If your landlord has refused to sign your proper written notice, you must mail a copy of the notice via certified mail to the landlord. You need to provide your Occupancy Specialist a copy of the certified mail receipt; addressed envelope and copy of the vacate letter to verify that the attempt was made.

All families moving in or out of MRHA Vi jurisdiction are required to attend the transfer briefing. If you do not attend your scheduled transfer briefing or if you fail to follow these moving procedures, you may subject your family to a delay in your move with assistance.



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Landlord or Manager

Current Print Landlord or Manager _____

Signature of Landlord or Manager _____

Phone Number _____

Date _____

***The Owner/Landlord understand that no claim for rent loss due to vacancy may be made under the provision of the Housing assistance Payments Contract continued in effect, as do the requirements of state law regarding of the Tenant(s) Security Deposit.**

___ I, the undersigned Landlord/Owner hereby AGREE to allow my tenant to move. Tenant agrees to be out of the assisted unit on _____

___ I, the undersigned Landlord/Owner hereby DO NOT AGREE to allow my tenant to move at this time due to: (please state the reasons below) _____

Reason:

___ Tenant has an outstanding balance _____

___ Tenant owes for damages _____

Office Use Only:

Caseworker _____



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