

Procedure to Move with Section 8 Housing Choice Voucher Assistance

_____1– If you have lived in your unit for 11 months, you may begin to look for another rental unit matching the bedroom size on your voucher in the area you want to live in (i.e., close to your job, schools or whatever is important to your family).

_____2– When you find a unit that you like and that meets your needs **AND** you know that the landlord will accept your voucher **AND** he/she understands that you must give a 30-day written notice to your current landlord, make an appointment with Cindy or Sonya to begin the process to move.

_____3- They can assist you in giving your 30-day written notice to your landlord and WCCA and will need to verify, in writing, that you are leaving in good standing with your current landlord (for example: you do not owe any rent or have not damaged the property).

_____4– When they have received a positive report from your current landlord, Cindy/Sonya will begin the process of updating your family and income information. They will reverify everything for your move to the new unit and issue a new voucher to you.

_____5– They will also give you a Request for Tenancy Approval form to take to the new landlord to gather information about the new unit. Be sure you are aware of what utilities will be your responsibility.

_____6- Make arrangements with the prospective landlord to return the form to WCCA as soon as possible.

_____7- When the Request for Tenancy Approval is received, Landmark Inspections will make an appointment to inspect the new unit, review the affordability of the new unit for you based on your income, and verify that the rent being charged is reasonable compared to other rentals in the area.

_____8- After the unit passes inspection, the utilities are in your name, and you have paid your deposit, signed the lease and received the keys , you are ready to move in. Check with WCCA to ensure exactly what date your assistance can begin at the new unit and what your rent portion will be. Move in when approved by your new landlord **AND** WCCA.

_____9– Clean your old unit and leave it in great condition, especially if you want your deposit returned **AND** to maintain good standing with WCCA. Remember that the landlord has 30 days to return your deposit.