

**WEST VALLEY HOUSING AUTHORITY
204 SW WALNUT
DALLAS, OR 97338**

REQUEST TO MOVE FORM

When requesting to move, you must realize that it is a process and cannot be done immediately. Below is a list of instructions for moving:

1. A signed copy of this **REQUEST TO MOVE FORM** and your written 30 day notice to the landlord **must** be turned in to your caseworker before the move process can begin. You must specify on the notice that you are requesting permission to move to another unit. The Housing Authority ends contracts at the end of a month, so you should make your notice for the end of a month. You **are not** eligible to start new assistance until the first day of the month after the Housing Authority ends assistance in your old unit.

2. You must also complete a Recertification Packet and turn it into your caseworker. You can pick one up at the front desk. After your Packet is turned in, your caseworker will send off for verifications of income, assets, etc. Once the caseworker has all necessary documentation, they will do the necessary work to provide you with your Move Packet. **This can take two weeks or more depending on your income.**

3. Once your income has been recertified, your caseworker will call you to sign a Move Voucher and pick up your Move Packet when it is ready. You should ensure with the Housing Authority that the new unit is going to qualify prior to filling out the paperwork with the landlord. This can only be done after your income verification has been completed (see Step 2 above). You will find an Affordability Sheet stapled to the outside of the Move Packet. Before completing all of the Move Packet forms, it is **STRONGLY RECOMMENDED** that you complete and turn in to us a completed Affordability Sheet on your proposed new unit. The sheet will be reviewed, and we will provide you an **estimate** of whether (based on your income) we would be able to approve you to rent the unit. **Final approval of the unit will not be given until signed paperwork is turned in and the unit is inspected!!!**

The Move Packet will have all forms necessary for you and your new landlord to fill out. Once you and your new landlord have filled out the paperwork, you need to return it to the front desk of the Housing Authority. They will check it and ensure it is all there and done correctly. If not, you will have to take the entire packet back until it is completed correctly. The front desk will then process the paperwork and give it to the correct caseworker.

4. Once the caseworker has received the new contract paperwork, he/she will call the landlord to set up an inspection date. **The Housing Authority will not start your new assistance until the unit passes inspection and the Housing Authority has ended your assistance in your old unit.** Any days you are in a new unit prior to it being approved by the Housing Authority will be your responsibility.

You should realize that if you are requesting to move, there could be substantial costs involved to you which may require having to pay on your own until all Housing Authority requirements are met and assistance can be started. If, at any time in the process, the Housing Authority discovers it cannot start assistance at the new unit, you will have to find a new place to live where assistance can qualify. During this time, you will be on your own financially.

This is to certify that I have read the above-specified moving instructions and agree to all stipulations.

Signature of Head of Household

Date