

# TENANT MOVE NOTICE

Date: \_\_\_\_\_

I, \_\_\_\_\_, do hereby give 20-days' notice  
(please print name)

that I will be moving from: \_\_\_\_\_

I will move out by: \_\_\_\_\_

Signed: \_\_\_\_\_

Phone Number: \_\_\_\_\_

cc: Spokane Housing Authority

**\*\*\* Please keep in mind, you are to give a proper written move notice to your landlord before providing a copy to SHA. If SHA receives information from your landlord that proper notice has not been given to them, your move process will be stopped.\*\*\***

## **IMPORTANT FACTS ABOUT MOVING AND RETAINING ASSISTANCE ON THE HOUSING CHOICE VOUCHER AND HOME PROGRAMS**

SHA assists over 5000 families with rental assistance. When a family wishes to move to another rental unit and retain their housing assistance, there is a very specific process that must be followed to ensure the family does not lose their subsidy. Each step of this process must be followed, regardless of the circumstances that require the family to move, before you move to another unit.

- 1.** You must determine if you are eligible to move and continue your participation in the Housing Choice Voucher Program, or remain on the City Home Program. You may contact your Eligibility Specialist for assistance.
- 2.** If you are eligible to move, provide written notice of your intent to vacate the unit to your **Landlord and to Spokane Housing Authority** at least 21 days prior to the end of the month you are intending to vacate. A mutual agreement to terminate the lease may be provided depending on the circumstances that require the family to move. Your Eligibility Specialist will instruct you as to the type of notice required for your individual situation.
- 3.** Re-verify your eligibility. You must complete an "Assisted Housing Application", and sign all forms required by SHA. Your Eligibility Specialist will review your situation and determine what forms you will need. Please note: The income that is verified at the time of the review will be used to determine your rent portion for your new unit. If you have a change in income or family status prior to signing a new lease, you must submit the change of circumstances form.
- 4.** You will attend a move briefing with your eligibility specialist when your continued eligibility is determined. At the move briefing you will be instructed on your next steps.
- 5.** Attend the new unit inspection. This is the time to complete a property condition report with your Landlord. Payments made on your behalf by SHA to your new Landlord will begin on the 1<sup>st</sup> of the month after your new unit passes inspection.

**Allowing time to complete steps 1 through 5 will help prevent an interruption in rental assistance payments. Current participants that are intending to move are encouraged to notify their Eligibility Specialist in writing of your intent to move 60 days prior to the date of your intended move.**