

**WEST VALLEY HOUSING AUTHORITY  
PROCEDURES TO TRANSFER RENTAL ASSISTANCE OUT OF WVHA JURISDICTION**

1. CONTACT YOUR CASEWORKER TO DETERMINE IF YOU QUALIFY TO MOVE.
2. COMPLETE PART I OF THIS FORM AND SUBMIT IT TO YOUR CASEWORKER.
3. PROPERLY TERMINATE YOUR CURRENT LEASE AGREEMENT AND PROVIDE A COPY OF YOUR TERMINATION NOTICE TO YOUR CASEWORKER.
  - ❖ IF WITHIN THE INITIAL 1 YEAR TERM OF YOUR ASSISTANCE CONTRACT, WE WILL ONLY ALLOW A TRANSFER FOR GOOD CAUSE, SUCH AS; MEDICAL, EMPLOYMENT OR EDUCATIONAL PURPOSES **AND** YOU WILL NEED TO REQUEST A MUTUAL TERMINATION OF LEASE AGREEMENT. YOU AND YOUR LANDLORD MUST AGREE UPON AN ENDING DATE, BOTH MUST SIGN AND DATE THE AGREEMENT AND IT MUST BE SUBMITTED TO YOUR CASEWORKER.
  - ❖ IF AFTER THE INITIAL 1 YEAR TERM OF YOUR ASSISTANCE CONTRACT, YOU MUST GIVE YOUR LANDLORD AT LEAST 30-DAYS (BUT NOT MORE THAN 60-DAYS) **WRITTEN** NOTICE OF YOUR INTENT TO VACATE. YOU MUST ALSO GIVE THE HOUSING AUTHORITY A COPY OF THAT NOTICE.
4. WHEN YOUR TRANSFER IS APPROVED AND THE PROPER PAPERWORK COMPLETED, YOUR CASEWORKER WILL MAIL OR FAX THE REQUIRED INFORMATION TO THE NEAREST HOUSING AUTHORITY THAT COVERS THE JURISDICTION YOU WISH TO TRANSFER TO.
5. YOU WILL BE GIVEN A COPY OF THE TRANSFER FORM. IT IS YOUR RESPONSIBILITY TO MAKE CONTACT WITH THE HOUSING AUTHORITY RECEIVING YOUR INFORMATION TO ENSURE THEY HAVE YOUR PAPERWORK. THAT AGENCY IS RESPONSIBLE TO EXPLAIN THEIR TRANSFER POLICY AND PROCEDURES TO YOU.

**COMMON MISTAKES:**

- ✓ MOVING TOO SOON. IF YOU VACATE YOUR UNIT WITHOUT PROPER WRITTEN NOTICE TO YOUR LANDLORD OR SECTION 8 CASEWORKER, YOUR ASSISTANCE MAY BE TERMINATED.
- ✓ MOVE BEFORE RECEIVING YOUR VOUCHER, IT WILL TAKE LONGER TO PROCESS YOUR TRANSFER PAPERWORK BY MAIL.
- ✓ MOVING WITHOUT CLEANING YOUR CURRENT HOME. LEAVING PERSONAL UNWANTED BELONGINGS, TRASH OR DEBRIS AND NOT PROPERLY CLEANING THE UNIT MAY PROHIBIT YOU FROM HAVING YOUR VOUCHER TRANSFERRED.
- ✓ NOT PAYING YOUR CURRENT LANDLORD YOUR RENT. LEAVING AN OUTSTANDING DEBT OWED TO YOUR CURRENT LANDLORD WILL PROHIBIT YOUR VOUCHER FROM BEING TRANSFERABLE.

DAMAGING YOUR CURRENT UNIT WITHOUT PAYING FOR THE DAMAGES OR WORKING OUT A PAYMENT ARRANGEMENT/AGREEMENT WITH YOUR LANDLORD WILL RESULT IN TERMINATION OF YOUR VOUCHER.