

Name: \_\_\_\_\_

**Steps to take in requesting to move with the Section 8 voucher**

**You cannot owe MBHA any money**

**You must give a 30-day written notice of your intent to vacate to your landlord. The landlord must sign the notice and you must provide a copy of the notice to MBHA**

**If you are currently in a lease you must provide a written statement to MBHA from your landlord indication their approval to rescind the lease**

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**NO ACTION WILL BE MADE UNTIL THIS NOTICE IS RECEIVED BY MBHA**  
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**You must meet with your case manager and receive approval from MBHA to move from your unit. Your income and asset documentation must be dated within the last 60 days**

**You cannot move in the first year of your lease**

**You need to complete a move out inspection with your landlord, turn in your keys, and cannot leave any damages to the unit over and above normal wear and tear. In the event that damage charges occur upon your move out, you will need to fulfill your obligations to your landlord.**

**You must be briefed and receive a voucher from MBHA to vacate your unit**

**MBHA must receive a Request for Tenancy Approval for your new unit**

**The unit must be affordable to you and MBHA in order to be approved**

**I understand the following issues as stated above must be completed in order to move with my Housing Choice Voucher.**

\_\_\_\_\_  
**Signature of Participant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**10/28/13**