

Dear Client:

Before you complete the attached Request to Relocate packet, please read the following:

You can request to relocate **90 – 120 days before** your lease expires. If your lease does not expire within 90 -120 days of your request, your request to relocate will be denied.

You must also meet the following criteria to voluntarily move:

- (1) You have not moved in the last twelve months.
  
- (2) Your landlord must declare that you are leaving the property in “good standing.”

Note: If the property owner returns a letter and attests that your family is not in “good standing” and provides sufficient proof to establish it, you will not be able to move and your assistance may be terminated.

**Good standing means that you do not owe money, you do not have any damages to the unit, and your lease expires within 90 - 120 days.**

If you do not meet the good standing criteria please do not submit a request to relocate.

If you believe you will be able to satisfy these criteria, you may complete the attached Request for Relocation and return it in person. **You must also attach a copy of your current lease.** Your request will not be processed without the lease.

**Do not give notice to move, as you have not been given permission to move from the Houston Housing Authority.**

If the Houston Housing Authority determines that you are eligible to relocate, a relocate appointment will be scheduled, and you will be notified by mail of the relocate appointment briefing date and time.

Also, if HHA is also in the process of completing your annual re-certification, your relocation will be delayed until the process is completed. Providing HHA with all documents during the recertification process will help expedite the relocation process. We will provide notification by mail if your relocation has been delayed due to processing your annual recertification. **The complete processing timeline is 60 - 90 business days; however, we will make every effort to complete your request sooner if at all possible.**

Please contact our office if you have additional questions at 713-260-0500.

Sincerely, Housing Choice Voucher Program



# REQUEST TO RELOCATE

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CURRENT EMAIL ADDRESS: \_\_\_\_\_

CURRENT TELEPHONE NUMBER: \_\_\_\_\_

DATE LEASE EXPIRES: \_\_\_\_\_

REASON FOR MOVE (please select one option):

- Eviction
  
- Relocate to new neighborhood
  
- Occupancy Standard – (downsized due to budget cuts)
  
- Voucher size increased – relocate to larger unit
  
- Voucher size decreased – relocate to smaller unit
  
- Reasonable Accommodation or Live in Aid (must complete and attach reasonable accommodation form)
  
- Other (please provide details) \_\_\_\_\_

