



## "Equal Housing Opportunities"

550 Meeting Street  
Charleston, SC 29403  
Telephone (843) 723-4491  
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### Intent to Move - Change of Dwelling Request

The family listed below has advised CHA of its intent to move. **CHA requires this *Intent to Move-Change of Dwelling Request* form to be completed by the Housing Choice Voucher (formerly known as Section 8) family and Landlord to verify the family's notice of its intent to move and the family's current status with lease compliance.** Families not in compliance with the Section 8 program and lease obligations may not be eligible to move. The HAP contract and HAP payments terminate automatically when the family moves from the unit.

**Section 8 Head of Household acknowledgment completes this section only.**

I, \_\_\_\_\_ (Tenant Name), Housing Choice Voucher participant, certify that I have provided notice to vacate as required by the lease to the owner/agent, and to the Housing Authority of the City of Charleston's Housing Choice Voucher (formerly known as Section 8) Program of my intent to move. I am attaching a copy of my notice to the owner/agent, which was submitted to him/her on \_\_\_\_\_ (Date) for the unit located at:

Property Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I intend to be fully moved out and will return possession of the unit at the above address on the \_\_\_\_\_ (Date).

Reason for Vacating: \_\_\_\_\_

I/We certify the information given to the Housing Authority of the City of Charleston's Housing Choice Voucher (formerly known as Section 8) Program is accurate and complete to the best of my/our knowledge and belief. I/We understand false statements or information are punishable under Federal law. I/We also understand that false statements or information are grounds for termination or participation in the Housing Choice Voucher Program.

Head of Household Signature \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

**Landlord acknowledgment (To be completed by landlord only)**

It is the policy of CHA that when a Housing Choice Voucher (formerly known as Section 8) participant moves to another unit he/she must leave the previous unit in good standing. It is the landlord's responsibility to notify CHA of any monies and/or damages beyond normal wear and tear to the unit before the Section 8 participant vacates the unit. **CHA is not responsible for collecting any monies owed by the tenant to the landlord, you would have to file a suit against the tenant and provide CHA with a copy of all court filed documents.**

Signature of Landlord \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: Landlord \_\_\_\_\_

Address \_\_\_\_\_

## AM I ELIGIBLE TO MOVE INTO A NEW UNIT?

*In order to move to a new unit, you must meet the following eligibility requirements:*

*Participant, you...*

- ✓ Have lived in your current unit for at least a year except in emergency cases;
- ✓ Have not moved within the previous 12 months;
- ✓ Are not currently in violation of the program obligations;
- ✓ Do not currently have a Termination Notice issued to you;
- ✓ Do not have an open RFTA;
- ✓ Do not have any current tenant caused HQS violations;
- ✓ Have completed your annual recertification within the past 120 days;
- ✓ Are not currently on a repayment agreement;
- ✓ Have provided all information requested and required;
- ✓ Are not currently under Eviction.

If the Unit you are currently living in is in abatement, and you:

- ✓ Are not currently in violation of the program obligations;
- ✓ Do not currently have a Termination Notice issued to you;
- ✓ Do not have any current tenant caused HQS violations;
- ✓ Do not owe the landlord any monies;
- ✓ Have provided all information requested and required;
- ✓ Are not currently under Eviction.

## WHAT ARE THE NEXT STEPS IN THE PROCESS?

STEP 1: Upon receipt of your request to move, CHA will verify you are eligible to move according to the requirements listed above.

STEP 2: You will then be contacted by your case manager to come in to sign a voucher and receive an RFTA (move packet).