

MOVING?

The following are steps you should take if you are considering moving:

- Check your lease to determine how much written notice you are required to give your landlord before moving.
- Look around the area(s) you are interested in moving to and determine the availability of the type of unit you are looking for.
- Inquire about security deposit, schools, shopping, public transportation, recreation for children, if pets are allowed, and if so, the amount of the pet deposit.
- It's always a good idea to have a place lined up before giving your landlord notice to vacate.

The following are steps you must take before moving:

- Give your landlord a proper written vacate notice. Both you and the landlord/agent sign and date it. Make two (2) copies with both signatures, the landlord keeps the original, NNRHA needs one (1) copy, and you keep a copy.
- Call your Coordinator to schedule an appointment to update your file.
- At your scheduled appointment provide your Coordinator with a copy of the vacate notice, documentation of current income (last 4 pay stubs, print out for Child Support, Social Security/SSI benefits letter, TANF, ect.), most recent bank statement, and documentation of Childcare expenses.
- Once you have located a unit you are interested in, have the prospective landlord complete all forms included in the Request for Tenancy Approval Packet. Before returning this packet to the Section 8 office, check to insure all forms have been completed.
- Turn in the Request for Tenancy Approval Packet to the front desk at 2709 Jefferson Avenue, Newport News, VA 23607, prior to the expiration date on your voucher. Please remember, it is your responsibility to see that your packet is returned to this office prior to your voucher expiration date not the prospective landlord.
- The unit must pass inspection by a Section 8 inspector **before** you can move in.

If you have provided current income information at the appointment with your Coordinator, you will be provided with the maximum gross rent (rent + utility allowance) that you qualify for based on your income.

Once you have returned the Request for Tenancy Approval Packet, the Coordinator will process the paperwork to determine if you qualify for the unit you have chosen. In the event you do not, the Coordinator will contact the landlord (with the exception of apartment complexes who generally do not reduce rents) to see if the landlord is willing to reduce the rent to an amount which you qualify for. If the landlord is not willing to reduce the rent, he/she will be informed that you not qualify and you will not be allowed to move in to this unit under the Section 8 Program. The Coordinator will notify you of the same and advise you to pick up a new Request for Tenancy Approval Packet to continue your search. If you qualify for the unit, the Coordinator will request an inspection.

The inspectors will schedule the appointment with the landlord. If the landlord notifies you that the unit has passed inspection, contact your Coordinator before you pick up keys, sign a lease, or move in.

Reminder: All utilities must be turned on in order for the inspection to take place.

