

## **PORTING TO ANOTHER CITY (STATE)**

### **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.
- Drop off the copy for NNRHA, your Coordinator will schedule an appointment via mail with you to update your file.

### **In addition you will need to provide the name of the agency.**

Your Coordinator will have to submit a form to the Public Housing Authority to be completed before sending your paperwork to the Public Housing Authority, your Coordinator will give you the date you may begin calling the Public Housing Authority for an appointment.

You must contact the Public Housing Authority to schedule an appointment and receive admittance to their agency.

Once admitted you must follow all of the rules of their program.

I hope this helps you with your moving to another Public Housing Agency.