MOVING/PORTING/DROPPING RENT ASSISTANCE FORM

DATE

NAME

PRESENT ADDRESS

PHONE #

CHECK ONE:

____ MOVING TO:

NEW ADDRESS

EFFECTIVE DATE OF MOVE

SIGNATURE

____ I am interested in moving out of the city of Red Wing (PORTING) my

voucher to:

Name of PHA and Phone #

City, State

SIGNATURE

____ I am choosing to TERMINATE my rent assistance

effective:

DATE

SIGNATURE

EQUAL OPPORTUNITY HOUSING / EQUAL OPPORTUNITY EMPLOYMENT
Moving within the City of Red Wing with your Section 8 Voucher

1. You must give your notice to vacate to your landlord in accordance with your lease. Most leases require 30 days notice but some may require longer. If you have a one year lease you cannot break your lease to move.

2. Give the Red Wing HRA a copy of your notice to vacate. This must be received 30 days in advance of your move. It must be in writing. Calling and verbally saying you are going to move will not be considered giving notice.

3. You will have to fill out an income recertification application. Your income, assets, and expenses will have to be verified. This is so that the Red Wing HRA can calculate your rent at your new unit.

4. Pick up a Request for Tenancy Approval (RTA) form from the Red Wing HRA. This is the paperwork your new landlord fills out. After it is filled out and the unit is found to be affordable, we will schedule a Housing Quality Standard (HQS) inspection.

5. Once the unit passes inspection, your rent has been calculated, and the unit has been found to be affordable you may sign a lease. Do not sign a lease prior to having completed all of the before mentioned steps.

If you do not follow these steps, skip a step, or move without written notice, your Section 8 assistance may be terminated.