



HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN

501 MOHN STREET | STEELTON | PENNSYLVANIA | 17113
717-939-9301 | FAX 717-939-7947 | TDD 1-800-545-1833 EXT. 304
WWW.DAUPHINHOUSING.ORG

NOTICE OF INTENT TO VACATE

Date: _____

I (print your name) _____, hereby give notice of my intent to vacate the unit located at (address) _____. I fully understand that after I submit this notice, I must be issued a Voucher and a move packet before I move.

I will be completely moved out of the unit indicated by the following date _____.

I will clean the unit and repair any damages caused by my family before vacating. I will also contact the Landlord on the day of my departure, in order to return the keys to the unit. I understand the Lease and Housing Assistance Payment Contract will be cancelled on the last day of the month.

In the event that I decide to remain in the above unit, I must notify the Housing Choice Voucher Office, in writing, within ten (10) business days before my move out date. If I do not notify the office as required, I understand that I am responsible for the following month's full rent.

Participant Signature

Date

THIS SECTION TO BE COMPLETED BY LANDLORD

Will the family leave owing a balance for rent? (Please circle one) If yes, how much? _____	YES	NO
Have you set up a repayment agreement for any balance owed? If yes, please attach a copy of the agreement.	YES	NO

ATTENTION LANDLORDS:

The Housing Choice Voucher Office strongly urges you to follow Pennsylvania's Landlord/Tenant rules and regulations for any damages.

Landlord Signature

Date

REQUEST FOR PORTABILITY

PART I.

TO BE COMPLETED BY THE HEAD OF HOUSEHOLD (Please Print)

Name: _____ SS# _____

Address: _____

City _____, PA Zip Code _____

Telephone Number-Home: _____ Work: _____

Complete the following regarding the jurisdiction you want to move to:

Municipality/Town/City: _____

Name of Housing Authority: _____

Address: _____

City/State: _____ Zip Code: _____

Signature of the Head of Household:

Date:

UPON RETURN OF THIS REQUEST – THE APPROPRIATE DOCUMENTS WILL BE FORWARDED TO THE HOUSING AUTHORITY YOU STATED ABOVE.

PLEASE NOTE: In accordance with Federal Regulations at 24 CFR 982.314(e) (1), the Housing Authority of Dauphin County may deny permission to move if the Housing Authority does not have sufficient funding for continued assistance.

PART II.

TO BE COMPLETED BY THE HOUSING AUTHORITY

Voucher # _____

The household is:

[] A voucher holder;

or

[] A program participant.

If a voucher holder, I have verified with the receiving Housing Authority Agency that the household is income eligible in the jurisdiction of the receiving HA.

If a program participant, the HAP Contract termination date is: _____

Signature _____ Date _____

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Phone: 717-939-9301 Fax: 717-939-7947

MOVE-OUT PROCEDURES FOR SECTION 8 TENANTS

1. **You must be eligible to receive a voucher to move.** You will be denied a voucher to move if the family has violated a family obligation, the family owes the Housing Authority money, the family has moved or been issued a voucher in the last twelve (12) months, or if the family owes their current landlord an legitimate amount for rent and/or damages.
2. **If it has been more than 120 days since your last recertification, you will need to complete a recertification packet.** Additionally, you will not be issued a voucher to move until a recertification is completed by the Housing Authority.
3. **You must give your current landlord the proper notice** according to your lease (either 30 or 60 days).
4. **After we receive a copy of the notice that you provided to your landlord, we will issue your voucher to move (if eligible) and a Request for Tenancy Approval (RTA).** You will have 60-days to locate new housing. You can use the list of available units on the website at PAHousingSearch.com as a guide to find a new place to live or you may also use other resources, such as local newspaper ads, to find landlords who are willing to participate in the Section 8 program.
5. **When you find a place where you wish to move, give the Request for Tenancy Approval (RTA) to that landlord.** The landlord must fill out the RTA and submit it to the Housing Authority.
6. **When the Housing Authority receives the RTA back from the landlord, we will do a work-up to make sure that you qualify for the unit.** At this point, we will notify you as to whether or not the unit qualifies and let you know the amount of rent that you will be responsible to pay once the unit has been approved.
7. The unit will not qualify if the rent is not reasonable or if you must pay more the 40% of your adjusted gross income for units with gross rent above the current payment standard.
8. **If the unit qualifies, an inspection will be scheduled [typically within fifteen (15) days].** Please note that if the unit is not available or ready for inspection, the 15-day time period starts from the date that the unit is available/ready.
9. After the unit passes the inspection, we will send out a lease and contract to the new landlord for you and the new landlord to sign.
10. **The lease and contract will be effective no sooner than the date you are eligible to move (in accordance with your lease & required notice) AND no sooner than the 1st of the month following the date that the unit PASSES inspection.** If you move into the unit prior to the effective date of the HAP Contract, you will be responsible for the full rent.
11. Once we receive the signed lease and contract, we will begin making the appropriate payments to the landlord on your behalf and send out a letter of approval to you and the landlord.