JACKSON COUNTY HOUSING AUTHORITY
P.O. Box 1209 • 300 North Seventh Street • Murphysboro IL 62966 • 618-684-3183 • Fax 618-684-3222
www.jacksoncountyhousingauthority.org

HCV Request for Move Around

HCV tenants can move within the JCHA's jurisdiction so long as they are in good standing with their landlord, not currently in a lease, and have given the landlord the proper notice that they wish to move. HCV tenants who move without notifying JCHA prior or whose landlord indicates that they owe rent, are still in a lease, or did not give proper notice will have their assistance placed on hold.

Upon approval of your move request, your assigned Coordinator will provide you with the Request for Tenancy Approval (RFTA), a current list of HCV landlords, and the appropriate rent range to look in for your current voucher size. Whenever you find a suitable unit, you will provide the landlord with the RFTA form to complete. Upon receipt of the form, we will review and approve or deny the RFTA form. If approved, our Inspector will coordinate with the landlord to schedule an inspection of the unit. At this time, your Coordinator will schedule a time to meet with you and any other adult household members in the office to complete re-certification paperwork. Please be prepared to attend this appointment prior to moving into your new unit. Please note that JCHA is unable to assist you in the unit until the inspection has *passed* and you have completed the necessary paperwork. If you choose to move into the unit prior, you are fully responsible for any rent charges due to your new landlord.

To begin this request, please complete the lower half of this form and promptly return to our office.

For Tenant to Complete:

By completing this form, I certify that I understand and agree to the above information in relation to my request to move. Failure to follow the policy as outlined on this form could result in delay of my request to move and/or a hold being placed on my assistance.

Tenant's Printed Name:_____

Tenant's Signature: _____

Date Signed: _____

Tenant's Phone #: _____

Tenant's Email: _____

Anticipated Move Date:_____

For Current Landlord to Complete:

- Is participant current on rent?
  Yes / No
- Is participant still in a lease?
  Yes / No
- If yes, when does their lease end?
  _____
- Are you allowing them to break their lease?
  Yes / No
- If yes, when does their lease end?
  _____
- Has participant given you proper written notice that they intend to vacate your unit?
  Yes / No

Landlord Printed Name: _____

Landlord Signature: _____

Date Signed: _____

Date Approved: _____ Date Denied: _____ Reason for Denial: _____
JCHA Official Name: _____ JCHA Official Signature: _____