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Moving Within Central Oregon

Dear Tenant,

Thank you for letting Housing Works know that you are interested in moving your Housing Choice Voucher to another unit. Now that you've decided to move, below is a checklist designed to help guide you through the moving process. Please be sure to read each section carefully.

☐ **Receive a Calculation Estimates Sheet.** Enclosed with this letter you will find your calculation sheet**.** This form determines what you may qualify for. The number circled at the bottom of the Calculation Sheet is the maximum limit for Gross Rent allowed. The GROSS RENT refers to the full contract rent **PLUS** average monthly utilities that your assistance will allow for.

☐ **Review the Utility Allowance Sheet.** In order to determine if you qualify for a particular unit, be sure to use the enclosed Utility Allowance Sheet as a guide. The utility allowance is based on the actual voucher size you qualify for. The form includes utility rates for electric, natural gas, water, sewer and garbage.

☐ **Estimate if you qualify for the unit you wish to rent.** With your calculation estimate and the utility allowance sheet, determine if the unit you are interested will qualify. *(It may be a good idea to find out which utility company services the unit to determine which rate to utilize.)*

- The total utility allowance refers to the TOTAL amount of utilities you as the tenant are responsible for paying. By adding up the total amount of utilities you can determine your estimated utility allowance.
- With your Calculation Estimate Sheet in hand, subtract the estimated utility allowance for the GROSS Rent. This is the figure stated on your Calculation Estimate Sheet as what *YOUR TOTAL RENT AND UTILITIES CANNOT EXCEED*. By subtracting the estimated utility allowance, this will determine what the maximum contract rent may be. If the proposed contract rent and the estimated utilities does not exceed your Gross Rent, you may qualify for the unit. Please keep in mind that you cannot exceed the limit given to you. This is your maximum allotment.

☐ **Provide Housing Works with a copy of your Notice to Vacate.** Housing Works requires that you send in a copy of the notice to vacate you provided your landlord with. You do not need to provide us with a separate notice. A copy of the same notice you provided to your landlord will suffice.

☐ **PLEASE NOTE: Important Information Prior to Moving Out:**

- Prior to moving out of your current unit, we URGE you to ensure that you vacate the unit in good standing. Upon move out, should Housing Works discover that you have violated your Family Obligations under the Housing Choice Voucher Program, your move may be denied if there are grounds for termination of your housing assistance. This means that if there is a substantial balance owed for unpaid rent, unpaid tenant utilities and/or there are damages to the unit or premises beyond normal wear and tear caused by any member of the family or guest, the assistance may be terminated and the move will be denied. If you move into your new unit and Housing Works is notified by your previous landlord that you did not vacate your previous residence in good standing, your housing assistance for your new unit may be terminated as well.

☐ **Receive your Housing Choice Voucher to move.** Once your move out notice has been received, a new voucher will be sent to you. Please print, sign and date the voucher and return to you housing specialist as soon as possible. **Failure to return the original signed voucher may delay the inspection**. The new voucher will be issued for 60 days which will start at the end of your 30 day notice. This is a 60 day grace period in which you may not be occupying a unit but will need to search for a new home in order to continue your housing assistance. **Should the 60 day period expire your assistance may be terminated.**

☐ **Give your potential new landlord the Golden Key packet (also known as the Request for Tenancy Approval packet).** Enclosed with this letter you will find a "Golden Key to New Rental" packet. Before you turn it in to your potential new landlord, we ask that you sign the bottom of pages 2 and 3. Once signed, you may give the packet to the landlord. The landlord will fill out the rest of the packet and return to Housing Works. Once Housing Works receives the completed "Golden Key", it will be reviewed for final approval.

☐ **The HQS Inspector will schedule the inspection.** Once the Golden Key Packet has been returned to Housing Works it will be reviewed to ensure that it does not exceed your rental limit. After it has been processed, the Housing Inspector will contact the landlord directly to schedule a move-in inspection. The initial inspection will be conducted within 5 – 7 business days of the Golden Key packet being received. Housing Works encourages you **NOT** to move in to your new unit until it passes the move-in inspection or the end of your 30 day notice. **You will be responsible for any rents due should you choose to move into the new unit before the end of your 30 day notice (or prior to the unit passing inspection)**. Feel free to contact your Housing Specialist to confirm that you can move in.

☐ **Sign the Rental Agreement with your new landlord.** Once your unit has passed inspection and you have confirmed with your Housing Specialist that you can move in, you'll need to contact your new landlord to sign the rental agreement. The rental agreement or lease must be for a full *one year* and **must begin the day after the end of your 30 day notice or when the unit passes inspection, whichever is later**. Housing Works will request a copy of your rental agreement/ lease from your landlord.

☐ **A Housing Assistance Payment (HAP) Contract will be executed between Housing Works and your landlord on your behalf.** Housing Works will send your landlord the HAP Contract for signatures. Once returned, a Housing Works representative will finalize the HAP contract. At this time, payment arrangements will be made to start your housing assistance at your new unit. Once all documents are finalized, a copy of the executed HAP contract will be mailed out to you for your records.

Should you have any further questions regarding the moving process, feel free to contact our office at 541-923-1018. For individuals requiring telecommunication assistance, please call Qwest Center for Customers with Disabilities toll free at 1.800.224.1111. We wish you the best of luck with your move.

Sincerely,

The Housing Choice Voucher Team