



We know the way home.

405 SW 6th St
Redmond, OR 97756
Phone: 541-923-1018
Fax: 541-923-6441

Moving Within Central Oregon

Dear Tenant,

Thank you for letting Housing Works know that you are considering moving. The following are the steps that you need to transfer your housing assistance to a new unit:

- 1) Receive a Calculation Sheet that shows what you qualify for in terms of the cost of rent and utilities. The number circled at the bottom of the Calculation Sheet is the maximum amount of rent **PLUS** average monthly utilities that your assistance will allow. You will use the Calculation Sheet (see attached Utility Rates worksheet) and Utility Rates as a guide in your search for a new place.
- 2) Once your 30 day 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 allow you 60 days past the end of your 30 day notice to find a new home and keep your housing assistance. This is a 60 day grace period in which you may not be occupying a unit but will maintain your assistance. **Should the 60 day period expire your assistance may be terminated.**
- 3) Request a "Golden Key to New Rental" packet from your Housing Specialist. Once received, please sign the bottom of pages 2 and 3. Then give the packet to the landlord of the unit you wish to move into. The landlord will fill out the rest and return to Housing Works. Once Housing Works receives the completed "Golden Key," it will be reviewed for final approval. A Housing Inspector will contact the landlord to schedule a move-in inspection.
- 4) Housing Works will send your landlord a HAP (Housing Assistance Payment) contract. The landlord will return to Housing Works the HAP contract and the signed lease agreement. The lease must be for *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 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.**

Good luck with your move, and please contact Housing Works if you have any questions.

Sincerely,

The Housing Choice Voucher Team