



MEMPHIS HOUSING AUTHORITY HOUSING CHOICE VOUCHER PROGRAM

Intent to Move Notification

Dear HCVP Participant:

Before you complete the attached **Intent to Move Notification** form, please read the following:

You can request to relocate **60 – 120 days before** your lease expires. If your lease does not expire within 60 - 120 days of your request, your request to move will be denied.

You must also meet the following criteria to voluntarily move:

- Your lease expires within 60 – 120 days.
- You must not have an outstanding balance for rent and/or damages above normal wear and tear. If you have an outstanding balance, you must satisfy or make arrangements to satisfy the outstanding balance.
- Your landlord must attest that you are leaving the property in “good standing.”

If the owner/agent attests that your family is not in “good standing” and provides sufficient proof to establish it, you will not be able to move and your assistance may be terminated. **Good standing means that you do not owe money, you do not have any damages to the unit, and your lease expires within 60 - 120 days.** If you are not in “good standing”, please do not submit an Intent to Move.

MHA will consider protections under VAWA and may approve a move regardless of lease expiration or good standing for victims of domestic violence, dating violence, stalking or sexual assault.

If the Memphis Housing Authority determines that you are eligible to move, you will be mailed a Voucher and Request for Tenancy Approval (RTA) packet. You will have sixty (60) days from the date of voucher issuance to find a suitable unit.

Please contact our office if you have additional questions at (901)-544-1347.

Thanks.

Housing Choice Voucher Program



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The family listed below has advised MHA of its intent to move. MHA requires this **Intent to Move Notification** form to be completed by the HCVP family and the owner/agent to verify the family has provided notice of its intent to move and current status with lease compliance. Families not in compliance with HCV program and lease obligations may not be eligible to move. **The Housing Assistance Payments (HAP) contract and payments automatically terminate when the family moves from the unit.**

HOH Name: _____ Client #: _____ Address: _____

HCVP Family Head of Household (HOH) complete this section only.

I certify that I have provided notice, as required by the lease, to the owner/agent that I intend to terminate my lease and move, and to the Memphis Housing Authority Housing Choice Voucher Program. I have satisfied or made arrangements to satisfy any outstanding obligations under the current lease. I intend to move-out and return possession of the above-unit by _____, 20____.

Head of Household Signature

Phone Number

Date

Property Owner or Authorized Agent complete this section only.

Has your tenant provided proper notice of their intent to vacate, as required by the lease?

Yes ☐ No ☐ I received notice on _____. The effective date of the move-out is _____.

Does the tenant owe any outstanding balances for rent or damages to the property above normal wear and tear?

Yes ☐ No ☐ Amount owed for Rent: _____ / Damages: _____

Amount Held by Owner/Agent as Security Deposit: _____

- If the outstanding balance owed is less than the Security Deposit, the move request may be approved.

Is the tenant currently in good standing with the lease?

Yes ☐ No ☐ Please explain: _____.

Please attach any documentation to support your claim(s).

I hereby certify that the information provided above is true and complete to the best of my knowledge. I understand that Memphis Housing Authority will act upon the information provided by the owner/agent and cancelling this notice will require sufficient evidence to rescind the issuance of a tenant voucher.

Property Owner/Agent Signature

Phone Number

Date

For MHA Office Use Only

Received at MHA by _____

MHA Representative Name

Date

Date(s) HAP Contract Termination Notice Mailed _____, 20____ / Dispute/Denial Received from Owner _____, 20____

Is the family eligible to move? ☐ Yes ☐ No

If no, state the reason and/or attach documentation:

