



“Equal Housing Opportunities”

6327 Rivers Avenue
North Charleston, SC 29406
Telephone (843) 747-1793
Facsimile (843) 744-3466

Intent to Move - Change of Dwelling Request

The family listed below has advised NCHA of its intent to move. **NCHA requires this *Intent to Move-Change of Dwelling Request* form to be completed by the Section 8 family and Landlord to verify the family’s notice of its intent to move and the family’s current status with lease compliance.** Families not in compliance with the Section 8 program and lease obligations may not be eligible to move. The HAP contract and HAP payments terminate automatically when the family moves from the unit.

Section 8 Head of Household acknowledgment completes this section only.

I, _____ (Tenant Name), Section 8 participant, certify that I have provided notice to vacate as required by the lease to the owner/agent, and to the North Charleston Housing Authority’s Section 8 Program of my intent to move. I am attaching a copy of my notice to the owner/agent, which was submitted to him/her on _____ (Date) for the unit located at:

Property Street Address _____ City _____ State _____ Zip Code _____

I intend to be fully moved out and will return possession of the unit at the above address on the _____ (Date).

Reason for Vacating: _____

I/We certify the information given to the North Charleston Housing Authority’s Section 8 Program is accurate and complete to the best of my/our knowledge and belief. I/We understand false statements or information are punishable under Federal law. I/We also understand false statements or information are grounds for termination or participation in the Housing Choice Voucher Program.

Head of Household Signature _____ Phone Number _____ Date _____

Landlord acknowledgment (To be completed by landlord only)

It is the policy of NCHA that when a Section 8 participant moves to another unit he/she must leave the previous unit in good standing. It is the landlord’s responsibility to notify NCHA of any monies and/or damages beyond normal wear and tear to the unit before the Section 8 participant vacates the unit. **NCHA is not responsible for collecting any monies owed by the tenant to the landlord, you would have to file a suit against the tenant and provide NCHA with a copy of all court filed documents.**

Signature of Landlord _____ Phone Number _____ Date _____

Printed Name: Landlord _____

Address _____



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AM I ELIGIBLE TO MOVE INTO A NEW UNIT?

In order to move to a new unit, you must meet the following eligibility requirements:

Participant, you...

- ✓ Have lived in your current unit for at least a year except in emergency cases;
- ✓ Have not moved within the previous 12 months;
- ✓ Are not currently in violation of the program obligations;
- ✓ Do not currently have a Termination Notice issued to you;
- ✓ Do not have an open RFTA;
- ✓ Do not have any current tenant caused HQS violations;
- ✓ **Have completed your annual recertification within the past 120 days;**
- ✓ Are not currently on a repayment agreement;
- ✓ Have provided all information requested and required;
- ✓ Are not currently under Eviction.

If the Unit you are currently living in is in abatement, and you:

- ✓ Are not currently in violation of the program obligations;
- ✓ Do not currently have a Termination Notice issued to you;
- ✓ Do not have any current tenant caused HQS violations;
- ✓ Do not owe the landlord any monies;
- ✓ Have provided all information requested and required;
- ✓ Are not currently under Eviction.

WHAT ARE THE NEXT STEPS IN THE PROCESS?

STEP 1: Upon receipt of your request to move, NCHA will verify you are eligible to move according to the requirements listed above.

STEP 2: You will then be contacted by your case manager to come in to sign a voucher and receive an RFTA (move packet).