



YUBA COUNTY HOUSING AUTHORITY

MOVING PACKET

INCLUDES:

MOVING CHECKLIST

30-DAY NOTICE

OWNER RELEASE

DISCLOSURE TO PROSPECTIVE OWNERS

MOVING CHECKLIST

SECTION 8 TENANT VOUCHER CHOICE PROGRAM

If you are planning to move from your unit, make sure you review the checklist below.

HAVE YOU NOTIFIED THE HOUSING AUTHORITY?

In order to transfer from one unit to another, you must follow special procedures to avoid the interruption or loss of your Section 8 assistance. Make sure you contact the Housing Authority and the owner, in writing, before moving out of the unit or terminating the lease.

HAVE YOU SUBMITTED THE NOTICES AND RECEIVED NEW PAPERWORK?

1. Once you give your owner and housing authority your 30-day notice you must have your owner sign the Owner Release (in this packet) and return it to the Yuba County Housing Authority.
2. The owner release will allow the Housing Authority to issue you a new voucher and give you a Request For Tenancy Approval (RFTA) to be completed by yourself and the new owner.
3. Tenant must sign the Disclosure to Prospective Owners form and return it to the Housing Authority with the owner release.
4. You will return the signed RFTA to the housing authority and we will determine if the unit is affordable.
5. Once it is determined affordable, we will schedule an inspection of the unit.
****Note: DO NOT MOVE INTO NEW UNIT PRIOR TO UNIT PASSING INSPECTION. THE HOUSING AUTHORITY WILL NOT PAY ANY RENT ON YOUR BEHALF UNTIL THE UNIT PASSES.**

ARE YOU CURRENT ON YOUR RENT PAYMENTS?

Make sure your rent is current and paid up. The Section 8 program will not continue your assistance if you move and owe back rent.

WILL YOU BE OUT OF THE UNIT ON TIME?

You are required to notify the landlord of the date you plan to move out. After a date for you to vacate your unit has been established and your landlord has received your 30-day notice, your landlord may expect you to be totally out of the unit on that date.

Generally, if you vacate the unit **before** your planned move-out date, there are no problems because your rent is paid up. **But**, in most cases, you would not be entitled to a rent refund!

If you vacate the unit **after** the planned move-out date, the landlord may feel that he is entitled to rent for the next 30 days. **REMEMBER!** Your Lease requires you to give at least 30 days notice of move-out, **and if you do not move-out during the 30-day notice period**, some landlords may require another 30-day notice and another rent payment for that period.

Most landlords, however, are reasonable and cooperative. They know that it is not always possible to move out exactly as planned. By signing a mutual termination agreement, a landlord can extend your 30-day notice period for up to another 30 days. You would then establish a new move-out date and would be required to pay rent to the new date.

If you see that there may be delays, contact the landlord immediately and try to work out an extension.

REMEMBER! YOU WILL BE RESPONSIBLE FOR RENT PAYMENTS UP TO THE DATE YOU ACTUALLY MOVE OUT AND/OR RETURN THE KEYS!

[] HAVE YOU CHECKED ON YOUR SECURITY DEPOSIT?

You may be entitled to a refund of your security deposit. Cleaning your unit before you leave will help you get that refund. If there is no refund, the landlord must tell you why. **Remember! You may be liable for additional charges. Those charges could affect your Section 8 rental assistance. CHECK BEFORE YOU MOVE!!**

[] HAVE YOU MADE ARRANGEMENTS TO RETURN THE KEYS?

Landlords like to get their keys back once you move out of their unit. Arrange a time with the landlord to do this. **YOU MAY BE HELD RESPONSIBLE FOR ADDITIONAL RENT UNTIL THE KEY(s) is/are RETURNED!**

[] HAVE YOU LEFT A FORWARDING ADDRESS?

California state law requires that you be entitled to a refund of your security deposit if the unit is returned in satisfactory condition. If there are additional charges in excess of your security deposit, the landlord must notify you. Landlords generally do this by mail. Make sure you leave a forwarding address. A forwarding address also helps the Housing Authority provide you with additional services or information to make your move a smooth one.

**30-DAY NOTICE
TERMINATION OF LEASE**

SECTION 8 TENANT VOUCHER CHOICE PROGRAM

DATE: _____

I, _____, WILL TERMINATE MY

RESIDENCY AT _____

ON _____, 20____.

**I DO ____ DO NOT ____ PLAN TO CONTINUE MY PARTICIPATION IN THE
SECTION 8 RENTAL ASSISTANCE PROGRAM.**

**I UNDERSTAND I WILL HAVE TO VACATE THE DWELLING LEAVING NO MONEY OWED FOR
UNPAID RENT OR DAMAGES IN EXCESS OF THE SECURITY DEPOSIT PAID. I WILL REQUEST
FROM THE LANDLORD, THE "LETTER OF SATISFACTION" IN WRITING AND GIVE THE
HOUSING AUTHORITY A COPY.**

TENANT'S SIGNATURE

DATE

TENANT'S SIGNATURE

DATE

**WARNING RESIDENT: IF YOU REMAIN IN THE UNIT AFTER THE
EXPIRATION DATE OF THIS NOTICE, YOU ARE PERSONALLY
RESPONSIBLE FOR THE FULL CONTRACT RENT.**

OWNER RELEASE

SECTION 8 TENANT VOUCHER CHOICE PROGRAM

I hereby agree to release _____

from the Section 8 Lease for the residence located at:

I also understand by agreeing to release the above family from their Section 8 Lease, I will not receive Housing Assistance Payments beyond the effective date of this release.

DATE RELEASE EFFECTIVE: _____

OWNER: _____

AGENT: _____

DATE: _____

TENANT: _____

DATE: _____



**Yuba County Community Development
Department
Housing Authority**
915 8th Street, Suite 130, Marysville CA 95901
Telephone (530) 749-5460 * FAX (530) 749-5464

DISCLOSURE TO PROSPECTIVE OWNERS

(PLEASE READ AND SIGN BELOW)

INFORMATION TO OWNERS [24 CFR 982.307(b), 982.54(d)(7)]

In accordance with HUD requirements, the PHA will furnish prospective owners with the family's current address as shown in the PHA's records and, if known to the PHA, the name and address of the landlord at the family's current and prior address.

The PHA will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.

The PHA will inform owners that it is the responsibility of the landlord to determine the suitability of prospective tenants. Owners will be encouraged to screen applicants for rent payment history, payment of utility bills, eviction history, respecting the rights of other residents, damage to units, drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others, and compliance with other essential conditions of tenancy.

I HAVE READ THE ABOVE AND UNDERSTAND THE HUD REQUIREMENTS

HEAD OF HOUSEHOLD

DATE