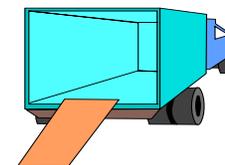




you are receiving Section 8 assistance  
and you want to move,  
here's what you need to know:



1. You can not move to another unit with Section 8 assistance if you owe money to any Housing Authority.
2. You must give your current landlord a written 30-day notice. The original notice is to be given to the landlord with a copy to the Vacaville Housing Authority (VHA). This copy can be used to notify the VHA that you want to move.

Remember, the terms of your lease require you to stay until a certain date. If you decide to move before that date, your landlord must agree in writing.



If you move without doing this, you could lose your assistance and be sued for monthly rent until the lease runs out or until another tenant is found.

3. You must notify the VHA of your intent to move at least 30 days before moving. If you move without notifying the VHA, you may lose your assistance. Call your Housing Technician to **schedule an appointment** to start the process.
4. During your appointment, your family's income must be verified and a Housing Choice Voucher issued. This allows you to find another place to rent.
5. Once you find a new unit, you will be given the following forms to complete:
  - ✓ *Request for Lease Approval;*
  - ✓ *Tenancy Addendum;*
  - ✓ *Condition and Inventory Report;*  
*and*
  - ✓ *Lead Based Paint Form.*

Remember to keep a log of the landlords you talk to in case you need an extension of your Voucher. Extensions are not automatic — you must request the extension in writing before your Voucher expires.

6. Complete all the forms listed above and return them to the VHA, along with a copy of your proposed lease.



7. The VHA has up to 15 days to review and approve all leases.
8. Once the lease is approved, the VHA will contact both you and the landlord to schedule an inspection.
9. Housing Assistance Payments cannot begin until the unit is inspected and approved by the VHA.

## *Other things to consider:*

1. You are responsible for paying the Security Deposit to the landlord.
2. You can not rent from relatives.
3. Before committing to a unit, contact your Housing Technician for an estimate of your share of the rent. You will need to provide the following information:
  - ◆ Rent amount of unit;
  - ◆ Utility information; and
  - ◆ Size and location of unit.



The City of Vacaville Department of Housing and Redevelopment provides its programs and services in a nondiscriminatory manner and is an Equal Opportunity/Affirmative Action Employer.

If you need assistance in finding a unit due to a disability, please contact your Housing representative.

VACAVILLE HOUSING AUTHORITY  
40 ELDRIDGE AVENUE, SUITE 2  
VACAVILLE, CA 95688  
(707) 449-5675



# So...you want to move

**VACAVILLE HOUSING AUTHORITY**  
**40 ELDRIDGE AVENUE, SUITE 2**  
**VACAVILLE, CA 95688**  
**(707) 449-5675**

**HEARING IMPAIRED ONLY:**  
**707) 449-5680**