

Moving Instructions

(Only to be completed if moving)

To obtain moving paperwork, you must adhere to the following procedures:

1. You **must** provide your landlord with a **written** 30 day notice to vacate. Please make every effort the 30th day correspond with the end of the month with a full thirty days prior to move out. **Please provide the Housing Authority with a copy of the notice.**

Note: Try to correctly anticipate your move-out date. Find out when your new place will be ready before you give your notice to move.

2. If you are responsible for paying your own water bill, you must have a zero balance. You will not be given moving paperwork nor will your paperwork be transferred if you have an outstanding balance. (Your assistance can be terminated if you leave an unpaid balance, even if you move out of the area!)
3. If you are moving to an area outside of Park Forest, you will need to write a letter requesting a transfer or use the “Request for Portability Transfer form” included in this packet. Your paperwork must be sent back to the agency it came from. If you are moving outside of their jurisdiction, that agency will forward the paperwork to the appropriate agency.

YOU MUST NOTIFY THE HOUSING AUTHORITY BEFORE YOU VACATE THE UNIT!



HQS Passing Form

Date _____

I _____ (tenant) have been informed that the Housing Authority of Park Forest will not approve any new Housing Choice Voucher (HCV) move-ins without a passed HQS inspection report from the HCV housing inspector. Once the unit has passed the HQS inspection, the Housing Authority will notify the owner and the tenant of the date and time of the scheduled lease signing. I also understand that the unit must pass inspection by the 25th of the month in order to move into the unit by the 1st of the following month. I understand that lease signings are **only** scheduled the 1st of the month as stated by the Housing Authority. **It has been fully explained to me that there are no exceptions to this rule.** I also understand that if I should have any questions regarding the scheduling or results of the HQS inspection, I should contact the owner of the unit.

Signature of Applicant

Date

Housing Authority Representative

Date



Water Bill Statement

To be completed by the Water Department only if you are moving. Please be aware that your paperwork will not be sent unless your bill is current!

Name: _____

Address: _____

- Water bill is current**
- Water bill is past due with a balance of _____**
- Arrangements have been made for payment of the water bill**

Explain arrangements:

Staff Signature: _____

Date: _____



Request for Portability Transfer **(MOVING FORM)**

Name: _____

Address: _____ (current)

Phone Number: _____

Alternate Phone: _____

Agency where you would like your paperwork to be sent:

Agency's Address: _____

Agency's Phone Number: _____ **Fax:** _____

Contact Name: _____

I understand that there is a time limit of 90 days once paperwork has been issued and it is my responsibility to follow up with the agency I ask to have my paperwork sent to. I understand that my assistance can be terminated for unpaid rents, damages to the property or unpaid water bills. I understand that my paperwork must be returned to the agency that issued it before being sent to other agencies.

_____ **Signature** _____ **Date**



INTENT TO VACATE – 30 DAY NOTICE

Part I: To be completed by client

You must have lived at your current address for at least one year under HCV contract and be in good standing to be approved for a transfer or move.

What good standing means:

- Fulfilled current lease
- Current zero balance with landlord
- Zero balance with the GRHC
- Not in an eviction process with landlord or termination process with GRHC
- No balance on water bill (if tenant pays water)

I, _____, am giving _____
Print Name Property Owner or Landlord/Representative

My 30 day notice to vacate: _____ By: _____
Client's current street address Date

My forwarding address is: _____ Phone #: _____
Street Address

City State Zip Code

My Housing Caseworker is: _____

I understand **I am responsible for the rent until the 30 days expire or my actual move-out date, whichever is greater.** In the event I need to extend my move-out date, I will notify the property owner/landlord as well as my Housing Caseworker in writing.

I have read the above statements and understand **I must be in good standing** to be approved to move or transfer. In addition, I understand **I must wait for approval from my Housing Caseworker prior** to my move or transfer. I also understand **if I move prior to approval, I will be responsible for the FULL amount of rent at my new address and I will no longer be eligible for the Housing Choice Voucher.**

Client Signature Date

Part II: To be completed by property owner or landlord/representative.

Current lease end date: _____

I, _____, hereby acknowledge receipt of this notification to vacate and agree with the move out date indicated above.

Property Owner/Representative signature Date this notice is signed

Phone Number Email and Fax Number

****CLIENT AND LANDLORD, PLEASE KEEP A COPY FOR YOUR RECORDS. FAX COMPLETED FORM TO: (708)748-4355 OR MAIL TO: Housing Authority of Park Forest 350 Victory Drive Park Forest, IL 60466**