

Procedure to Move with Section 8 Housing Choice Voucher Assistance

If you have lived in your unit for 11 months, you may begin looking for another rental unit matching the bedroom size on your voucher in the area you want to live in (i.e., close to your job, schools or whatever is important to your family). Use the checklist in the order listed below to ensure you are following the correct procedures.

- Find a unit that you like that meets your needs. Check that the landlord:
 1. accepts your voucher
 2. understands that you must give a 30-day written notice to your current landlord
- Give your 30-day written notice to your landlord and WNCSource. We must then verify, in writing, that you are in good standing with your current landlord (for example: you do not owe any rent or have not damaged the property).
- Once we have received a positive report from your current landlord, you will be asked to update your family and income information. When the information has been processed your caseworker will call to schedule an appointment for you to come to the office to receive a new voucher.

You will also receive a Request for Tenancy Approval form at this time to take to the new landlord to gather information about the new unit. Be sure you are aware of what utilities will be your responsibility.

- Make arrangements with the prospective landlord to return the completed Request for Tenancy Approval form to WNCSource as soon as possible.
- When the Request for Tenancy Approval is received, Landmark Inspections will schedule an appointment to inspect the new unit, review the affordability of the new unit for you based on your income, and verify that the rent being charged is reasonable compared to other rentals in the area.
- After the unit passes inspection, the utilities are in your name, and you have paid your deposit, signed the lease and received the keys, you are ready to move in. Check with WNCSource to ensure exactly what date your assistance can begin at the new unit and what your rent portion will be. You can move in when approved by both your new landlord and WNCSource.
- To maintain good standing with WNCSource and to have your deposit refunded, you must leave your old unit in excellent condition. Remember that the landlord has 30 days to return your deposit.