



HOUSING ASSISTANCE CERTIFICATION FOR MOVING IN COMPLIANCE
HOUSING CHOICE VOUCHER PROGRAM

DATE

Participant

RE: MOVING IN COMPLIANCE STATEMENT

Dear Property Owner/Manager:

Your tenant, NAME, has notified the Housing Assistance Section 8 Voucher Program of their desire to move from your rental property at the expiration date of the current lease.

The tenant has been advised that prior to receiving a voucher to move, the tenant must contact the property owner to determine if they are in good standing in accordance with the lease agreement and the Housing Authority standards.

Attached is a MOVING IN COMPLIANCE statement to certify that your tenant has complied with the terms of the lease signed by the tenant and Property owner/Manager. Please return the forms within ten (10) business days from the date of this letter. If there is no response from the Property Owner/Manager, the Authority will assume the tenant is in compliance and will be issued a voucher to move.

Completing the attached form does not release the tenant from any lease obligations. The tenant is responsible for all damages and debts up to the day the unit is vacated and the contract expires.

Upon receipt of the Moving in Compliance release, we will cancel the annual inspection for this property. If the tenant changes their mind and decides to stay in your property we will reorder the inspection, which may cause a delay in recertification and payment.

Sincerely,

Housing Counselor

Cc: Property Owner/Agent Address



PROPERTY MANAGER/OWNER AND TENANT CERTIFICATION
MOVING IN COMPLIANCE STATEMENT

TENANT NAME:

ASSISTED ADDRESS:

THE FOLLOWING THREE STATEMENTS NEED TO BE COMPLETED BY THE PROPERTY MANAGER/OWNER WHICH WILL DETERMINE IF THE TENANT IS IN COMPLIANCE WITH THE LEASE AGREEMENT. PLEASE ANSWER EACH QUESTION WITH A "YES" OR "NO" AND RETURN THE FORM WITHIN TEN (10) BUSINESS DAYS OF THE DATE OF THE COVER LETTER. The form can be emailed back to the caseworker, CASEWORKER NAME, at EMAIL ADDRESS.

THIS AGREEMENT CERTIFIES THAT:

_____ The tenant has kept the above referenced dwelling in good condition and there are no damages beyond normal wear and tear as a result of this family occupying the unit.

_____ If tenant caused damages have occurred, the tenant has paid the damages in full or has an agreement with the Property Manager/Owner to pay for the damages. If damages, please provide any notices requesting payment.

_____ The tenant portion of the rent (if any) is current. Tenant rent portions over 2 months will not be considered.

NOTE: The tenant remains contractually obligated to keep the rent portion current and pay for any damages that occur during the remaining time on the lease agreement. Any violation of the requirement can result in the issued move voucher being revoked.

If you have answered "NO" to any of the above, please explain: _____

Property Manager/Owner Signature

Tenant Signature

PM/Owner Telephone Number

Tenant Telephone Number

Date Signed

Date Signed

Please return this form to: **Caseworker name & email address.**