



THE PORCHLIGHT BUILDING

Address 907 NW Ballard Way #200, Seattle, WA 98107-4637
Telephone 206-239-1500
Fax 206-239-1770
TTY 1-800-833-6388
Website www.seattlehousing.org

Request to Move with Continued Assistance for the Housing Choice Voucher Program

Step 1: Plan ahead

- Issuing a Voucher for a move within Seattle can take up to 30 days.
- If you are planning to move out of Seattle city limits, you will need to allow extra time to meet with the Housing Authority in the jurisdiction to which you plan to move.

Step 2: Find out if you are eligible to receive a move Voucher

- You must have been in your current unit for at least 12 months before you can move with continued assistance.
- You must be in compliance with your lease and owe no money for back rent, utilities, or damages.
- You must pay off any debt owed to Seattle Housing Authority or any other Housing Authority.
- You must be in compliance with Housing Choice Voucher Program requirements.
- Please tell us in writing if you are moving for medical reasons, because of domestic violence, if the unit is uninhabitable, or your landlord has given you notice to vacate (except for an eviction action).

Step 3: Things you should know

- Moves outside of Seattle city limits must be approved by Seattle Housing Authority. Please let us know at your Voucher issuance appointment if you intend to move out of Seattle. (Restrictions may apply.)
- So that we can contact you, make sure we have your current telephone number.
- Once we have verified that you are eligible to move, we will contact you to schedule a Voucher issuance appointment. If you do not meet the eligibility requirements for moving, we will mail you a written denial notice.
- You must give your landlord written notice to vacate your current unit at least 20 days before the end of the month in which you plan to move.

Step 4: Attend your Voucher issuance appointment

- When we issue you a Voucher, we will tell you the most you can pay every month for rent and utilities.
- Report in writing all changes in your income and in the number of people in your household. If you do not report such changes, the issuance of your Voucher may be delayed.

On what date do you plan to move out of your current unit? _____

I have received a Request to Move with Continued Assistance form and have read the above guidelines for Voucher issuance procedures. I understand that my signing and submitting this form does not guarantee that I will be issued a Voucher to move.

Participant's signature _____ Date _____

Print your name (Last, First) _____ Current phone number _____

SHA USE ONLY			
Staff Initials	Staff extension	Date	Walk-in request? <input type="checkbox"/> YES <input type="checkbox"/> NO
			Phone request? <input type="checkbox"/> YES <input type="checkbox"/> NO