PROJECT-BASED
MOVE-OUT NOTIFICATION

Instructions: Please fill out this form with the applicable date and supporting documents. The Seattle Housing Authority (SHA) may require further verification to ensure that we are properly paying Housing Assistance Payments (HAP) in accordance with HUD regulations and SHA policy.

**TENANT NAME** ____________________________________________

**BUILDING** ____________________________________________

**UNIT #** ______

**MOVE-OUT DATE** __________________________

**Reason for Move:**

__20-DAY NOTICE__  Provide a copy of a 20-day notice

__ABANDONMENT__ Date building took possession__________ (Provide a copy of notice to tenant)

__LESS THAN 20-DAY NOTICE__ Date notice received__________ (Provide a copy of notice to tenant)

__EVICTION__ Date served__________ (Provide a copy of final eviction notice)

__DECEASED__ Date of death__________

**Move out Destination:**

__ Permanent Housing – Voucher, Public Housing __ Permanent Housing – Market Rent

__ Transitional Housing Program __ Shelter

__ Temporary Housing (with family, couch surfing) __ Jail

__ Hospital/Assisted Living __ Unknown

**Additional Comments:**

________________________________________________________

**HAP ISSUES** *

__ Building will keep HAP for move-out month __ Building owes prorated HAP to SHA for move-out month

* HUD regulations at 24 CFR 983.351 state that, except for discretionary vacancy payments in accordance with 983.352, the PHA may not make any housing assistance payment to the owner for any month after the month when the family moves out of the unit (even if household goods or property are left in the unit).

By signing below, I certify that the information provided on this form is consistent with HUD regulations.

**BUILDING REPRESENTATIVE:** __________________________

**DATE:** __________________________

PB Move Out Notice 6.19.13