



Seattle Housing Authority

101 Elliott Ave W, Suite 100  
Seattle, WA 98119-4293

206.615.3300  
seattlehousing.org

**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 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

If left blank and/or if supporting documentation is not attached to this Move-Out Notification, SHA will automatically prorate the HAP for the move-out month. The building may be eligible to receive vacancy loss payments. Please contact the Housing Authority for more information.

\* 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: \_\_\_\_\_