



Moving Process

4800 N. Broadway, Boulder, CO 80304 | p: 720-564-4630 | f: 303-302-1658 | www.boulderhousing.org

If you are a current voucher holder through Boulder Housing Partners and would like to move from your current unit with housing assistance, here is some valuable information as to the next steps for us to approve a move with continued Housing Assistance.

What do I need to do to move with housing assistance? The first step is to complete the attached 30-day Notice to Vacate Form and submit as soon as possible.

Will I automatically be able to move? Once we have the 30-day Notice to Vacate, we will reach out to your landlord to make sure you are in compliance with your lease. Your landlord will have 10 business days to provide this information.

What happens if I am not in compliance? You will not be able to move until you have rectified the issue/problem. This may involve paying rent that is due, rectifying any lease violations issues that may be outstanding, etc. Once you have documented that the problem/issue has been resolved, then we may be able to approve your move.

How soon can I move when I am in compliance? We will provide you with the necessary documents to move with continue assistance as soon as we can. This will include the Moving Information Letter and the Request for Tenancy Approval which will need to be signed by you and completed by the new landlord.

Can I move outside of Boulder County? Yes, you can. This is called porting your voucher. Once we have determined that you are in compliance and you wish to port, please complete the Portability Request Form. This form tells us the Housing Authority that you want us to send your paperwork to. You will also need to sign the voucher, which is part of the paperwork that we need to send.

Who do I contact for more information?

You can contact your Voucher Specialist at 720-564-4630 or hcv@boulderhousing.org.



Hearing Assistance
1-800-659-3656