



# Housing Choice Voucher Moving Process

1

## Notify Housing Assistance Coordinator (HAC) *(participant responsibility)*

60 – 75 days prior to lease ending, or wanting to move – participant needs to provide the Housing Assistance Coordinator with a written notice of intent to move.

2

## Participant Compliance Check *(BHP HCV responsibility)*

Upon receipt of notice, the Housing Assistance Coordinator will send participant compliance report to the current landlord to ensure they are in compliance and able to move. Landlord is given 10 days to respond.

Responses:

- If the landlord confirms compliance, proceed to step 3.
- If the landlord indicates non-compliance, the Housing Assistance Coordinator will work with you to rectify the situation (e.g., resolving outstanding debts). Once compliance is achieved, proceed to step 3.
- If the landlord doesn't respond within 10 days, compliance is assumed, and proceed to step 3.

**Please note:** you must give your landlord notice to vacate as per your lease. Please work with your landlord throughout this process so you comply your lease and ensure that you have a place to live at the end of your lease.

3

## Voucher Issuance *(participant responsibility)*

Receive the voucher, valid for 60 days. A single extension of 60 days can be requested in writing.

4

## Finding a New Unit *(participant responsibility)*

Search for a new unit. The landlord of the chosen unit must complete a Request for Tenancy Approval (RFTA) and submit it to the Housing Assistance Coordinator. Request for Tenancy Approval must be signed by both the participant and the landlord.

5

## RFTA Processing *(BHP HCV responsibility)*

BHP HCV has 7 business days to process the Request for Tenancy Approval, which includes scheduling an inspection and verifying rent reasonableness.

6

## Inspection & Lease Signing *(participant responsibility)*

Once the unit passes inspection and rent reasonableness test, you can proceed to sign the lease.

### Example

Participant is living in Unit A with landlord XYZ. Participant moves to Unit B with landlord RST.

Date	Unit	Payment made to:
May 1	A	Landlord XYZ (paid for the full month)
May 5	B	Landlord RST (pro-rated from May 5 to end of the month)

### Policy Reminder

BHP will make the housing assistance payment to the current landlord provided you are in the unit as of the 1st of the month. As soon as the lease on the new unit is signed, BHP will make housing assistance payments to the new landlord. The lease signing on the new unit can happen at any time during the month. If the lease is signed on the first of the month, housing assistance payments can only be made to new landlord.

