



Moving Process

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

Este es un documento importante. Si requiere la interpretación, por favor llame al número abajo o venga a nuestra oficina.

Dear Housing Choice Voucher Participant,

We have heard that you 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 Notice to Move with Voucher Assistance Form and submit as soon as possible. Please note that you must also provide your landlord notice to move in the time frame described in your lease.

Will I automatically be able to move? Once we have the Notice to Move with Voucher Assistance, we will reach out to your landlord to make sure you are in compliance with your lease. Your landlord will have 5 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 voucher 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.

More questions? Please contact your Housing Assistance Coordinator, at 720-564-4630, or hcv@boulderhousing.org.

Sincerely,

The Housing Choice Voucher Team



Hearing Assistance 1-800-659-3656



Notice to Move with Voucher Assistance

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Notice to Move with Voucher Assistance

As a participant in the Housing Choice Voucher Program, I understand that I must provide the Housing Choice Voucher Department at Boulder Housing Partners with written notice before moving from my unit. If I wish to move with continued housing assistance, I understand I must be in compliance with my lease and the program. BHP will verify with my landlord that I am in compliance with my lease terms and do not owe my current landlord money prior to issuing me a voucher to move with. If I do not provide written notice prior to moving, my assistance may be terminated.

Move out date: _____

Move out date must coincide with the lease end date.

Current lease end date: _____

All lease terms must be completed

Name(s): _____

Address: _____

City/State/Zip: _____

Today's Date: _____

New Phone #: _____

Cell Phone #: _____

Are you giving up your voucher? _____ **Yes** _____ **No**

Please return this notice by mail or dropping off at Boulder Housing Partners, 4800 Broadway, Boulder, CO 80304. You can also scan and email it to your Housing Assistance Coordinator at hcv@boulderhousing.org.

I am aware of the provision that moving before the end of a lease will not be approved by the Housing Choice Voucher Program.

Participant's signature: _____ Date: _____

Participant's signature: _____ Date: _____

