

WHEN MOVING, BE AWARE

1. **Be aware** that you may have to wait between 2 – 4 weeks for an appointment with the Moving Department to get moving papers.
2. **Be aware** that once the lease and the HUD contract is terminated, we will NOT pay your landlord beyond the date of the termination. If you continue to stay beyond the termination date YOU will be held responsible for the entire rent.
3. **Be aware** If your last re-exam is more than 60 days old you or if you have changes in your income or household composition you may have to recertify before given moving papers.
4. **Be aware** that once that you have met with the Moving Department, you will have limited time to find new housing. So,
 - It would be in your best interest to look for new housing before giving notice to your current landlord.
 - Your new unit must pass inspection before we will pay a subsidy on your behalf so choose housing carefully. Remember that you will be required to stay there a year.
 - It would be wise to plan for a place to stay such as with a relative or friend in case you have to move out of your current housing before your new housing passes inspection.
5. **Be aware** that your new landlord may require a security deposit to be paid before you move in and it will be up to you to pay or make payment arrangements.
6. **Be aware** that NO payments will be made to your new landlord until the moving process is complete including, inspection and receipt of signed contracts. If you move in before the process is complete, YOU will be held responsible for payment of the rent. Please remember that you will be notified by us when the process is completed and calling to check will only slow the process.