

# RELOCATION PROCESS



(Start)  
Considering  
Move Out

- Sample Shopping Guide-
- Estimated print out of rent ranges for potential landlords

## -Intent to Move-

- 30-45 Day notice to move from current residence
- Relocation Packet-
- Expires 120 days from date signed (must renew)

1

Received completed:  
Intent to move / Relo Packet

## -Shopping Guide-

- Print out of suggested rent ranges
- Voucher/ Subsidy Document-
- Time limited 90 day form to shop for new unit
- Can request to extend +120 days (210 total days)
- Request for Tenancy Approval (RFTA)-
- Potential landlord approval for inspection

2

Received completed:  
Voucher / Subsidy Doc / RFTA

## HQS Inspection

- Inspector contacts landlord to schedule
- To be completed within 5 business days

3

HQS inspection passed

## -Lease Agreement-

- Lease of 364 days or less to be sent to Housing Specialist
- Subsidy Document- (HOP only)
- Voucher agreement to be signed by landlord
- Client can move into new unit

4

Received: Lease Agreement copy between client/ landlord  
Completed: Subsidy Document (HOP only)

## -HOP/ HAP Contract-

- Rental agreement between THA and new landlord
- Rent Change Letter / Proration Sheet-
- Final rent calculation letter sent to client/ landlord

5

Received completed: HOP/ HAP Contract

## Payments released to new landlord

- Check runs on day 1, 10, 20 of the month
- (Finish)

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PHA/LOCAL ENTITY

Voucher

HAP Contract

Legal  
Relationships

Family

Lease

Owner

## LEGEND

Required Process:  
Phase/Step:

