



Central Virginia Housing Coalition
208 Hudgins Road
Fredericksburg, VA 22408
Phone: (540) 604-9943 Fax: (540) 604-9949



Move out Guidelines

**Do not sign a lease or pay a security deposit
without approval from the Housing Authority**

1. You must submit a written request of your intent to move with the date you wish to move. This date must be the last day of a month. We require at least a 30 day notice. Your Landlord may require a 60 day notice or longer. Your notice must be according to the terms of your lease (contact your Landlord if unsure of the time frame).
2. Your notice must always be for the last day of a month as we do not pay rent to 2 different landlords in the same month. We do not accept a move date for the first day of a month.
3. Once your notice of intent to move is received, we will send a letter to your Landlord to verify you are in good standing in order to move. They have a total of 10 days to respond.
4. Once your Landlord responds, or the 10 days have elapsed, you will be given an appointment. It is at this appointment we will update your paperwork as if you were completing an annual recertification. You will also, at this time, receive your voucher and a Request for Tenancy Approval (RTA) to give to a new, potential landlord.
5. When the RTA is returned to this office, we will verify that the potential unit falls under the qualifications of VHDA. We will then order an inspection of the unit.
6. Once we receive the inspection information back that the unit you wish to move into has passed the HQS inspection we will give the ok to move into the unit.

If you wish to proceed with the move process, please submit a proper request to move to this office. Be sure to give your landlord the proper notice required by your lease.

If you have any questions, feel free to contact your housing agent.

Some Housing Search Web Sites:

virginiahousingsearch.com

socialserve.com

gosection8.com