



Central Virginia Housing Coalition  
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## MOVE OUT GUIDELINES

**YOUR MOVE IN DATE MUST BE THE 1ST DAY OF ANY GIVEN MONTH.**

Do not sign a lease or pay a security deposit  
without approval from the local housing office

1. You must submit your notice to vacate to your landlord and this office. You must use the vacate notice devised by VH (copy available at our website or ask your agent). This vacate date **MUST** reflect the last day of the month and be in accordance with the terms of your lease. The last Housing Assistance Payment date will be the 1st day of the month that you are vacating. Moves may take 30 days or more so be prepared. If you do not know what notice is needed refer to your lease or contact your **landlord**, not your agent.
2. Your notice **MUST** reflect the **LAST** day of any given month. We rarely accept vacate notices with any other date unless you are being evicted.
3. Once your vacate notice is received we will send a questionnaire to your current landlord to make sure you have abided by your lease terms and do not owe them any money. They will have 10 days to return this form. Your voucher will not be issued until we have this form back reflecting that you are in good standing or 10 days has lapsed, whichever happens first.
4. If an appointment is needed to update your information you will be notified by your agent. Please note that currently appointments are not being scheduled until the threat of COVID-19 has past. Any documents needed must be submitted via email (preferred), mail, fax or secured drop box adjacent to the front door.
5. You will receive your voucher and documents to give to a potential landlord along with a current Small Area Voucher Payment Standards Chart. It is imperative that you follow your housing agent's recommendations regarding your maximum subsidy as utilities must be factored in. If you do not have substantial income you will most likely not qualify to go over your allotted amount and your move will be delayed as you will have to continue searching for more affordable housing.
6. Please be advised that initial inspections are taking approximately **two weeks** and the unit **MUST BE VACANT** for at least 72 hours before inspection will take place. Again, make sure you are prepared should the unit either not be inspected or not pass inspection by your timeline. To be fair to all others moving we do not expedite inspections.
7. Once the unit passes and your agent has received the paperwork from the inspection team you will be notified to contact the landlord. **YOUR MOVE IN DATE MUST BE THE 1ST DAY OF ANY GIVEN MONTH.**

If you wish to proceed with moving please submit VH's vacate notice. If you have any questions please contact your housing agent.

*WEBSITES to look for housing:*

[virginiahousingsearch.com](http://virginiahousingsearch.com)

[socialserve.com](http://socialserve.com)

[gosection8.com](http://gosection8.com)