



## FREQUENTLY ASKED QUESTIONS: Moving with a Project-Based Section 8 Voucher

- 1. Can I move from my Project-Based Section 8 assisted apartment and keep my Section 8 rent subsidy?**  
After one year of residency in a Project-Based Section 8 subsidized unit, you may be eligible to move if:

  - ✓ You are in good standing with your lease, and are current with your rent
  - ✓ You are in compliance with any social service contract between you and the housing development and/ or between you and HPD, if applicable
  - ✓ HPD has the funds and available Section 8 Housing Choice Vouchers
- 2. How do I request to move?**  
You must complete a Move Request form. You may request a form by mail by writing to:  
NYC Department of Housing Preservation and Development  
100 Gold Street, Rm. 1-0  
New York, NY 10038  
Attn: Section 8 Move Unit

You may also obtain a form by calling 917. 286.4300 or in person from HPD's Client Services Unit, located at 100 Gold Street, Room 1-0, from 9:00 am - 4:00 pm, Monday through Friday.

Once you have completed the Move Request form, HPD will conduct a review to determine if you are eligible to move. The process may take up to 14 calendar days.
- 3. What additional paperwork is needed to start the move process?**  
Before you can begin the move process, you must have completed an annual recertification within the last six months. You must also provide HPD with a General Release form signed by **both** the tenant and the owner. HPD will give you a blank General Release form when you request to move.
- 4. How soon will I get my Housing Choice Voucher after I request to move?**  
Once HPD approves your request to move you will be placed on HPD's Section 8 waitlist. Depending on voucher availability, you may be on the waitlist. How long you are on the waitlist before receiving a voucher depends on voucher availability. If vouchers are not available, wait times will be longer. Once HPD has pulled you from the waitlist, you will receive notification by mail to attend a mandatory program briefing at HPD. At the briefing, you will receive your voucher and a blank Landlord Package. The Landlord Package is to be completed by your new landlord.
- 5. How long is an HCV move voucher valid?**  
A move voucher is valid for 120 days (approximately four months). You must find a new apartment and return a completed Landlord Package by the end of the 120 day period. If you cannot find an apartment within 120 days, you must wait another 12 months until you can request to move again.
- 6. What happens if my HCV move voucher expires and I haven't found an apartment?**  
You will not be eligible for a move voucher for another 12 months.
- 7. Do I continue to pay my current landlord rent while I am searching for new housing?**  
Yes, you must continue to pay your rent and comply with all Project-Based Section 8 program rules and regulations. If applicable, you must also continue to comply with the buildings rules, code of conduct, and any social service contract you may be under between you and your housing development.
- 8. What is a Housing Quality Standards (HQS) inspection?**  
An HQS inspection determines whether a subsidized apartment is decent, safe, and sanitary and meets the minimum physical standards established by the U.S. Department of Housing and Urban Development. A passed HQS inspection is mandatory before HPD will subsidize an apartment.
- 9. Once I return the Landlord Package to HPD, when can I move in?**  
You may not move until you have received Transfer Approval documents from HPD. These documents will be mailed to your current residence within seven days of the passed HQS inspection. You may also pick up a copy of these documents from the HPD Client Service's Unit.
- 10. Does HPD pay moving-related costs?**  
HPD does not pay any moving fees, real estate broker fees or security deposits. You must decide if you can afford to make such payments **before** you initiate the move process. In addition, HPD will not make rental payments for two units for the same month. For this reason, once you have received the Transfer Approval documents, you must move by the date indicated. If you fail to completely move out by the date indicated on your transfer documents and you occupy two units at the same time, you will be responsible to your previous landlord for the full contract rent.

**DO NOT MOVE UNLESS HPD GIVES YOU WRITTEN AUTHORIZATION. FAILURE TO FOLLOW SECTION 8 RULES AND REGULATIONS MAY RESULT IN THE TERMINATION OF YOUR SECTION 8 SUBSIDY.**

### Project-Based Section 8 to Moving to Tenant Based Section 8 Assistance Basic Steps

