

SECTION 8 REQUEST TO MOVE FORM

In order to be eligible to move with continued assistance from Section 8, you must be a participant in good standing and meet **all** the follow criteria:

- You must not have received a move voucher within the last 12 months
- You must have completed an annual recertification within the past 6 months
- You must be current with your tenant portion of rent
- You must have either an expired lease or the ability to obtain a General Release form signed by your current landlord

If you do not meet all of these criteria, but feel you have an emergency situation that requires you to move (such as domestic violence or health reasons), please complete an Emergency Move Voucher Request form.

Head of Household Name: _____ SS# _____

Current Address: _____ Contact Telephone Number _____

Instructions: This form is for all non-emergency moves within the Five Boroughs of New York City, moves outside of New York City, and transfers within a building or managed property. HPD must review all move requests for eligibility and will process move requests within 14 calendar days.

Please read and check the appropriate box. Remember that you *may not move out* of your assisted unit without written permission from HPD. **This form should only be completed by the Head of Household.**

Type of Move Requested: (Please check)

- Move within NYC Move outside of NYC Transfer within current building/managed property.
 Move from a Project-based Voucher (PBV) development. Required Move

Please answer the following questions

- Are you current with your tenant share of rent? Yes No
 Do you have an active lease with your current landlord? Yes No
 Are you being evicted or do you have a case pending against you in housing court? Yes No

I certify that the above statements are true to the best of my knowledge. I understand that supplying false statements and information can lead to a denial of my move request and jeopardize my housing subsidy.

 Head of Household Signature Date

For HPD Use Only

Date reviewed: _____

Is tenant eligible? Yes No General Release sent Yes No

Notes:

 Move Specialist Signature Date