

STEPS FOR TRANSFER APPROVAL

1. All Paperwork Must Be Filled Out Completely
 - a) Request to Transfer Form
 - b) Notice to Vacate
 - c) Request to Transfer and Notice to Vacate Forms must be turned in at our office in person, by mail, email or fax.

2. Once all forms have been received, you will be given a Manual Calculation of your voucher amount.

3. You will be issued a voucher once you have turned in a Request for Tenancy Approval.

REQUEST TO TRANSFER

TO BE CONSIDERED FOR A REQUEST TO TRANSFER, YOU MUST MEET ALL OF THE REQUIREMENTS LISTED TO TRANSFER:

1. Must be on the HCV/Section 8 program for 1yr.
2. Must provide updated Proof of Income.
3. Must be in good standing with current landlord (i.e., Must not owe any balances, must not be in eviction).
4. Must be updated with the requirements of the HCV/Section 8 Program.

Please Print

Name: _____

Phone: _____

Email: _____

Current Address: _____

Number of Years at Current Address: _____

Voucher Bedroom Size: _____

Name of Current Landlord: _____

After Your Request to Transfer Request is Approved:

1. You must send a written notice to your current Landlord stating that you are transferring and a copy of the written notice must be brought back to our office.
2. Once the copy of your written notice is received, you will be given a manual calculation of your voucher amount.
3. You will be issued a Voucher once you have found a place and a Request for Tenancy Approval form is turned in.

Signature: _____ Date: _____

CANCELLATION OF TRANSFER REQUEST

I _____ AM CANCELLING MY EARLIER REQUEST TO TRANSFER.

TENANT SIGNATURE

DATE

*Please give us **10 Business Days** to process your request before we get back to you with our determination.
HCV/Section 8 Department

ANNISTON HOUSING AUTHORITY
500 Glen Addie Avenue • Anniston, AL 36201
Post Office Box 2225 • Anniston, AL 36202 • Telephone: 256-237-2268 • Fax: 256-403-1520

Gregg Fortner
Executive Director



NOTICE TO VACATE

Dear Owner:

Please be advised this is my 30-day notice to vacate the unit at:

Unit Address: _____

I understand that in order to receive a voucher to move into a new unit, I must be in compliance with the following:

- ✓ Participate Obligations
- ✓ Lease Obligation, with my rent being paid up to date and no tenant caused damages in my current unit.
- ✓ There can be no pending court order evictions filed against me.

I understand that my Housing Assistance Payments (HAP) will cease on _____
Move Out Date
(Last Day of Month)

Sincerely,

Tenant Name Printed

Contact Number

Tenant Signature

Date

Email

Landlord Response:

Please Email or Fax this form to atatum@annistonhousing.org Fax: 256-403-1520

- (Check One): Tenant is **NOT** good standing
 Tenant is **in Good** standing

Balanced Owed:\$ _____

Landlord Name (Print)

Email

Landlord Signature

Date

Phone Number