



## Hancock Metropolitan Housing Authority

1800 N Blanchard Street, Suite 114  
Findlay, Ohio 45840

Phone: 419-424-7848 Fax: 419-424-7831 E-mail: hmhamain@hancockmetro.com

---

---

### YOUR CHECKLIST FOR CHANGING UNITS/MOVING:

- Contact your caseworker to notify her that you are interested in moving
- Complete a Recertification Packet (*Form HUD-92006, Tenant Information Form, Authorization for the Release of Information, Form HUD-9886, Declaration of Citizenship, Form HUD-52675, EIV Guide, Form HUD-1141*)
- Provide documentation of all current Income (wages, SS, SSI, child support), all current Assets (last 3 months bank statements) and any out of pocket medical expenses and/or childcare expenses (*if applicable*)
- Complete the Notice to Vacate form with your Landlord.

### THE MOVING PROCESS:

Once you have provided **ALL** the documents that are listed above, your caseworker can then issue you a Voucher to move. Your caseworker will call you when your Voucher is ready for you to sign.

When you come in to sign the **Voucher**, you will also sign a Request for Tenancy Approval (**RTA**) Form and be given an **estimated** rent amount for which you are eligible.

When you have found a unit that is within the estimated rent amount, **the landlord** will need to complete the RTA, complete the Housing Survey (attached to the RTA) **and** provide a completed but unexecuted (unsigned) Lease Agreement.

Your caseworker has up to *15 days* to process your RTA once it has been received. Your caseworker will calculate the rent amount plus estimated utilities cost to **determine if the unit is affordable for you**. (It is at this time that your caseworker can tell you what your anticipated rent portion will be)

If the unit is **determined affordable** and the rent reasonable, **an inspection of the new unit will be requested**. The inspector will contact the landlord to schedule the inspection.

If the unit does not pass the Housing Quality Standards (HQS) inspection, the landlord will be given a list of the failures and will have an opportunity to repair the deficiencies. In the event the landlord elects not to make the necessary repairs, you will need to request a new RTA to look for a new unit.

Once the new unit has **passed the HQS inspection**, you will need to contact the landlord to coordinate your move in and signing of their Lease Agreement. When choosing your move in date, you need to **keep in mind** the vacate date you gave your current landlord because **HMHA cannot pay for 2 units at the same time**.

HMHA will need a **copy of your signed Lease Agreement**. Once we have that, your caseworker can process your change of unit. Your **caseworker will contact you** when the **VAWA Lease Addendum** form is **ready for you to sign**. When you sign the VAWA, you will also be given a form called an "AOP" that states what your portion of the rent is.

**\*\*IMPORTANT: DO NOT MOVE UNTIL YOU ARE GIVEN PERMISSION FROM HMHA\*\***