



## Hancock Metropolitan Housing Authority

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### YOUR CHECKLIST FOR MOVING/CHANGING UNITS:

- 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 (one for each adult), EIV Guide (one for each adult), Form HUD-1141.*
- Provide documentation of all current Income (i.e., wages, SS, SSI, child support), all current Assets (i.e., last 3 months bank statements) and any out-of-pocket Medical expenses and/or Childcare expenses (*if applicable*)
- Complete the Notice to Vacate (or Mutual Rescission of Lease) form with your current landlord.
- HMHA exit inspection will need to be completed with no tenant failures to receive your Voucher.

### The Moving Process and What to Expect:

Once **ALL** the steps above have been completed, your caseworker can issue you a Voucher to move. She will contact you when your Voucher is ready for you to sign/date.

When you come to sign your **Voucher**, you will also get your **RTA Packet** and be given an **estimated** rent amount to look for. (The estimate is based on your household income and voucher size).

When you find a unit within the estimated rent amount, **the landlord** must complete the **RTA Packet** and return it to our office.

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

If the unit **is 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. (However, if the landlord chooses **not** to make the necessary repairs, you must **request a new RTA Packet** to look for a new unit).

Once the new unit has **passed the HQS inspection**, **you** must **contact** the **landlord** to coordinate your move-in and when to sign the 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 must** receive a **copy of your signed Lease Agreement**. Once we have that, your caseworker **can process your change of unit/move**. Your **caseworker will contact you** when the **VAWA Lease Addendum** form is **ready for you to sign/date**. When you sign the VAWA, you will also be given an "AOP" form stating your portion of the rent. All done!

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