<<PrintDate>>

<<HHName>>

<<HHAddress>>

**Re: Request to Transfer**

Dear <<HHName>>:

This letter acknowledges receipt of your request to transfer your rental assistance to another unit. When transferring to a different unit, the Housing Authority re-determines your voucher size and payment standard based on the current subsidy standards and your current household composition. **Based on these factors, you have been determined to be eligible for a** <<**VchSize**>> **bedroom voucher**. Please go to the Housing Authority Web site http://www.hacosantacruz.org/Payment\_Standards.htm and select the jurisdiction that applies and look for your current payment standard or contact the Housing Authority for the current payment standard.

Attached is a tenant Transfer Packet and an Owner Information Packet. Please read the tenant information carefully. Please give the Owner Information Packet to your prospective landlord. It contains the Request for Tenancy Approval (RTA) which both you and the landlord must fill out completely. Once completed, the Request for Tenancy Approval must be returned to the Housing Authority to begin the approval process.

Additionally, enclosed within the tenant information is a Vacate Date Certification form. When you have vacated your assisted unit, you must complete this certification form and send it to the Housing Authority along with your RTA. **Your transfer cannot be completed until the Housing Authority receives a completed RTA and a Vacate Date Certification form.**

Under the Section 8 Housing Choice Voucher Program, participants have 270 days from the date they moved out of the assisted unit to find another suitable unit. You moved out of your previous unit on <<**MoveOut**>>. Therefore, you must find a new unit and submit an RTA to the Housing Authority on or before <<**VoucherExpirationDate**>> in order to continue your participation in the Section 8 program. If you have not been able to locate a suitable unit within this timeframe, you may request an extension from the Housing Authority. Requests for an extension must be received at least seven (7) calendar days before the voucher transfer deadline. **If you do not submit an RTA or request an extension by** <<**VoucherExpirationDate**>>**, your participation in the Section 8 Housing Choice Voucher Program will be terminated.**

Federal program regulations require that your portion of gross rent, including utilities, must be at least thirty percent, but not more than forty percent of your adjusted monthly income. Thirty percent (30%) of your current adjusted monthly income is $ <<**AdjMonthly30**>>.Forty percent (40%) of your adjusted monthly income is $<<**AdjMonthly40**>>. Therefore, your portion of the gross rent will be somewhere within this range. However, your exact portion of the rent cannot be calculated until we have received a completed Request for Tenancy Approval, and approved a contract for your new unit.

Sincerely,

Eligibility and Occupancy Department

*If you have a disability which precludes you from complying with this letter, please call (831) 454-5977, Monday through Thursday between 8:00 and 4:30 PM. The office is closed on Fridays.*

*Si desea una traducción en español, por favor llame al (831) 454-5977, entre 8:00 y 4:30 PM de lunes a jueves. Los viernes la oficina se encuentra cerrada.*