<<PrintDate>>

<<HHName>>

<<LLNAME>>

<<HHAddress>>

**Re: Request to Transfer**

Dear <<HHName>>:

This letter acknowledges receipt of your request to transfer your rental assistance to another unit. Under the Section 8 Housing Choice Voucher Program, families can move their assistance from one unit to another unit under certain conditions. **All of the following conditions are necessary for a transfer to be approved.**

 You have given proper notice to your landlord. You are required to provide proper notice to your landlord. If you do not give proper notice to your landlord, you may be terminated from participation in the Section 8 program. Please remember that you are also required to immediately provide the Housing Authority with a copy of any notice given to you by your landlord.

 The first term of the lease has been satisfied. You must have lived in your current Section 8 assisted unit for the first term of the lease. However, if both you and your landlord voluntarily agree to terminate your lease before the end of a lease term, you may be able to transfer before the term ends.

 All money owed to any Housing Authority has been paid in full. All past due amounts must be paid in full before a transfer can be processed.

 The Housing Authority has not placed restrictions on the issuance of transfer vouchers. However, the Housing Authority may place restrictions on transfers at any time, due to a lack of funding, lack of available vouchers, or changes in administrative policies or procedures. Therefore, before you provide notice to your landlord, check with the Housing Authority to ensure that you are still eligible to transfer your assistance.

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. **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, and no further extensions will be granted. You must notify the Housing Authority in writing as soon as you know your vacate date. When you vacate your unit, the Housing Authority will send you a letter with your deadline to find a new unit. The deadline will be 270 days after your move out date.

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.*