<<PrintDate>>

<<HHName>>

<<HHAddress>>

**Re: Request to Transfer**

Dear <<HHName>>:

Under the Section 8 Housing Choice Voucher Program, participants have 60 days from the date they moved out of the assisted unit to find another suitable unit. You moved out of your previous unit on **<<MoveOutDate>>**.Therefore, you must find a new unit and submit an RTA to the Housing Authority on or before **<<VacatePlus60>>** 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 <<VacatePlus60>> , 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.*