

GFHA Unit Transfer Request Form – For Current Voucher Holders

Use this form when you are planning on moving out of one unit and into another unit within GF County. **Should be turned in no later than 30 days before moving out** but not before 60 days of move out.

AM I ELIGIBLE TO MOVE MY VOUCHER TO ANOTHER UNIT?

To move with your voucher, you must meet the following requirements:

- You have lived in your current unit for a minimum of 1 year while on assistance
- Your lease will be end or you are currently leasing month to month
- You are in good standing with the land lord and do not owe any monies to the landlord
- You are in good standing with the Grand Forks Housing Authority

If you believe you are eligible to move and you would like to transfer your housing assistance to a different unit or just starting to search for a different unit, please fill out the form below.

Name of Head of Household: _____ Last 4 of SS# _____

Phone # _____ Email: _____

Date you are thinking of moving out of current unit: _____ (You cannot start the unit transfer unless you are planning on moving **within 60 days**)

What you will need to turn in:

- Written statement or Form from your current landlord stating the last day you are responsible for the unit
- Written statement or Form from your current landlord stating you currently do not owe any rent or other monies
- Proof of monthly income
 - Current pay stubs
 - Zero income form if you don't have any income
 - Don't need to turn in SS or SSI statements

Next Steps in Unit Transfer process:

- We will evaluate your request to make sure you are able to unit transfer
- If you request is approved – we will contact you to come pick up the RFTA (Request for Tenancy Approval) and sign other necessary documents
- When you find a unit where both you and the landlord agree upon, then you will give the landlord the RFTA to fill out and then return forms to our office
- Once we receive the RFTA – the inspector will inspect the new unit (may take up to 2 weeks)
- If the unit passes inspection, and we have all the necessary paperwork – and we approve the move - we would tell you when you are able to move in with assistance
 - We may not be able to overlap with assistance so please check with your admin
- If you end up owing money once you move out of the old unit - that will have to be paid in full or you may end up losing your assistance

Signature of Head of Household

Date