

Steps for Moving

1. If you are under lease, you need to check to see when your lease ends. Your lease does not automatically end; you must give proper notice to move. If you want to move prior to the end of your lease, your landlord will need to agree that you can move out of your unit early. If the landlord agrees to allow you to move early, you must write a mutual termination agreement, and both you and the landlord must sign this agreement and submit it to the Section 8 office. The letter can be one sentence that states: (Change bolded and underline scored words to your information)
 - a. "**Landlord name** and **Tenant name** agree to mutually terminate the lease for **Address of Unit** effective **Date You will Move out of unit.**"
2. Check your lease to see if you need to give a 30 day notice or 60 day notice. Most leases require a 60 day notice! It is suggested you give notice on or about the 20th of the month. Therefore, if you moved into your apartment/home on July 1st, your lease will end June 30th, in order to give a 60 day notice you need to give notice by April 30th that you will be vacating the unit on June 30th. We suggest you give this notice to the owner/manager and Section 8 office by April 25th so everyone will receive proper notice.
3. Once the Section 8 office is notified of your decision to move, a letter will be sent out to you informing you that we have received your notice and you will need to contact our office in order to have your voucher mailed out to you. All moving paperwork will be mailed to you and you must carefully follow the instructions in order to have a successful move.
4. There is a time limit on your voucher. Housing Authorities are allowed to give families 120 days to find the unit. Richfield HRA currently issues vouchers giving the family the entire 120 days. The front of your voucher states the expiration date. If requested properly, Richfield HRA will give you another 60 days in order to find housing. If you do not find housing in this amount of time or if you do not request an extension before the expiration date your voucher will expire and you will not be eligible for rent assistance under the Section 8 program. (**Many times, Richfield HRA will issue a voucher for an entire 120 days and then an extension is not granted.**)

Affordable Rent - Moving within the Metro Area

If you are moving within the Metro area, you can contact our office prior to asking for your voucher to determine what would be an affordable rent for you and your family. If you give Richfield HRA the name of three possible cities that you would like to relocate to, our office will give you a little sheet that shows what the affordable rent is for the cities that you select. Remember your family's income determines what you can afford. You must select an affordable unit in order for the Housing Authority to start the process to approve the unit.

Moving within Richfield

If you are moving within the City of Richfield you must first find your unit and have the paper marked Request for Tenancy Approval (you will receive this when you pick up your Voucher) completed by the owner (where highlighted in yellow). You, the tenant, must complete the pink highlighted portion of the paper. The Request for Tenancy Approval paper must be returned to Richfield HRA's Section 8 office. Richfield HRA will determine if the rent is affordable and if the rent is deemed affordable Richfield HRA will contact the new owner to set up the inspection of the property. If the unit is not affordable and the owner cannot reduce the rent then you will need to seek more affordable housing. If you move into the new unit before the unit passes inspection, you are responsible for the rent.

Moving outside of Richfield, but within the Metro Area

Questions you might ask before finding housing in a new city, you need to contact the housing authority for the city you are moving to in order to find out:

1. What are the payment standards for the new city?
2. Will the new city allow you to have the same bedroom size that you currently have, they may downsize your bedroom size?

If you are moving within the Metro Area (Minneapolis, St. Paul, Bloomington, Edina, and surrounding suburbs) you must first find your unit and have the paper marked Request for Tenancy Approval (you will receive this when you pick up your Voucher) completed by the owner (where highlighted in yellow). You, the tenant, must complete the pink highlighted portion of the paper. The Request for Tenancy Approval paper must be returned to Richfield HRA's Section 8 office. Richfield HRA will then prepare your file for transfer. **If the rent is affordable, it will be transferred to the receiving Housing Authority.** Processing the paperwork takes some time; therefore you will need to have your Request for Tenancy Approval to our office by the 13th of the month prior to your transfer date. (Example: you want to move into your new property August 1st, you need to have the Request for Tenancy Approval to our office no later than July 13th, if the 13th of the month falls on a Saturday or Sunday you need to have the paperwork to our office the Friday before).

If the rent is not affordable and the owner will not or cannot reduce the rent in order to make the unit affordable, then you will have to find an affordable unit in the timeframe left on your voucher.

After your paperwork is transferred to the new housing authority that housing authority will contact you. Your new housing authority will be conducting your move-in inspection and process your new move in; you will no longer be dealing with Richfield HRA. If you move into the new unit before the unit passes inspection, you are responsible for the rent.

Moving Out of the Metro Area or Out of the State of MN

If you are moving out of the Metro Area or moving out of the State of MN you need to contact the housing authority in the new area you will be moving to and ask for the following information:

- Name of the Housing Authority.
- Address (include street, city, state and zip code) of the Housing Authority.
- Name of the contact person who handles their Portability for Section 8.
- Phone number and Fax number for this contact person.

This information needs to be completed on the form enclosed and returned to our office.

When Richfield HRA receives the completed form we will be able to forward your file to the new housing authority.

Request Section 8 Housing Choice Voucher be transferred outside the Metro Area or out of the State of MN (If you are transferring inside the Metro Area, such as: Bloomington, Brooklyn Center, Brooklyn Park, Edina, Minneapolis, Plymouth, St. Paul, Dakota County, Scott County, etc. You MUST submit a completed Request for Tenancy Approval Form)

Head of Household Name _____

Street Address _____
Richfield MN 55423

I am moving out of the Metro Area or moving out of the State of MN and would like my Section 8 Housing Choice Voucher to be transferred to:

Name of the Housing Authority _____

Street Address of Housing Authority _____

City, State and Zip Code of Housing Authority _____

Name of the contact person who handles their Portability for Section 8 _____

Phone number for this contact person _____

Fax number for this contact person _____

Email address for this contact person _____

Signature of Head of Household _____

Date _____

Please return to: Richfield HRA
6700 Portland Avenue South
Richfield, MN 55423
or section8@richfieldmn.gov.

Incomplete forms will not be processed and will be returned to the Head of Household.