

(*Must be submitted with Lease Termination Agreement)

MOVE REQUEST FORM

Important!! If you wish to move outside the City of Jersey City to another city, PLEASE DO NOT USE THIS FORM. You must complete a PORTABILITY REQUEST FORM.

All of the following must be true:

- ◆ I have or will have completed my initial lease term by the time I move;
- ◆ I have not received a Notice of Participant Termination from the JCHA;
- ◆ I have not violated my Family Obligations: AND
- ◆ I have completed and attached a Lease Termination Agreement

OR

- ◆ I have an emergency that requires me to move (enter details below).

NAME: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

PHONE #: _____ **ALTERNATE NUMBER:** _____

LAST FOUR DIGITS OF YOUR SOCIAL SECURITY #: XXX-XX- _____

If you need to move due to an emergency, please explain below:

Next Steps:

The JCHA will review your request and determined if you are eligible to move. Emergency moves will be expedited. If the move is approved:

- 1.) The JCHA will schedule a briefing appointment to issue you a voucher which will be valid for 60 day and a Request for Tenancy Approval Packet.
- 2.) The completed Tenancy Approval Packet will be reviewed by the JCHA staff.
- 3.) The selected unit will be subject to JCHA approval, including rent reasonableness, affordability and a physical inspection of the unit.
- 4.) Once the unit passes inspection, the JCHA will contact you and the owner to submit a signed lease agreement. The JCHA will execute a HAP Contract with the new owner.

Participant Signature

Date