



## MOVE HANDOUT 2024

Helpful Reminders for your upcoming move with a Housing Choice Voucher:

- You must supply a notice of your move in writing to both the landlord and Augusta Housing to continue to receive assistance. This notice must give **at least** a 30 Day Notice.
- You cannot relocate if you have not completed the first year of your lease with a Housing Choice Voucher.
- You must be a tenant in good standing to be approved for a move

**Examples of things that may prevent us from assisting with your move:**

- You owe money to the landlord and are not in a current repayment agreement
  - You owe money to the Housing Authority and the move is outside of our jurisdiction or have broken your repayment agreement
  - You have not completed your one-year lease
  - You did not give a written 30 day notice to the landlord and/or the Housing Authority
  - You have damaged the property and have not paid for repairs
  - You have been evicted from the property
  - You are currently in the process of having your housing assistance terminated by the Housing Authority for violating program rules
  - You are considered Zero HAP and the location you are leasing up in would result in the Housing Authority not having a portion of rent to assist with
  - You moved without proper notification.
  - Other conditions may apply that would prevent a move. Talk with your Occupancy Specialist before you plan to relocate with questions.
- You are responsible to communicate with BOTH your current landlord and future landlord about your move plans. We cannot pay for two units at the same time. You will be responsible for payment to the previous landlord for any days agreed upon in your lease. Example: If you are required to complete your lease on the last day of the month and move into your new landlord's unit on the 15<sup>th</sup> you may be responsible for paying the full rent until the end of the month if you do not have a written agreement in place. It is important you keep the lines of communication open with your current landlord, your previous landlord, and the Housing Authority throughout the move.
  - Have the discussion with your current landlord- are they willing to let you stay longer if you do not find a unit or the unit is not ready by the date you anticipated. Work this out **before** the notice if given.
  - Do not move into a unit unless it has passed the inspection, **and** your Occupancy Specialist has given you the green light. We cannot pay for a unit unless all your paperwork has been turned in with supporting income verifications, the unit has passed inspection, and the New HAP Contract has been completed.
  - All leases are required to contain the following: Tenant Name, Landlord Name, Lease effective date- which must match the HAP Contract, a term of 12 months, Unit Address, Contract Rent amount as agreed upon before inspection, Utility Structure and a breakdown of who is responsible for which utilities, tenant and landlord signatures.
  - Read your lease before you sign it. If you have questions, ask before you sign.



- Augusta Housing pays for the household not the belongings. If you leave belongings behind in your previous unit you will be responsible for addressing this with the previous landlord.
- Take date stamped pictures of your new unit the date you move in. Keep these photos in case there are disputes when you move out.
- Leave your unit in the same condition as when you found it or better.
- Legal questions and advice can be directed to Pine Tree Legal: 207-622-4731 or [www.ptla.org](http://www.ptla.org)
- Move paperwork will not be provided unless you have given proper notice to move to all applicable parties and are a tenant in good standing.
- If you or the new landlord needs assistance completing the move paperwork, please reach out for help to Augusta Housing.
- If your new landlord has questions about the program, please direct them to Augusta Housing.
- All other questions should be directed to Augusta Housing. 207-626-2357