

VALLEJO HOUSING AUTHORITY MOVE POLICY

Effective JULY 2010

FEDERAL REGULATIONS: 24 CFR 982.314 Move with continued tenant-based assistance. (d) Notice that the family wants to move.

(1) If the family terminates the lease on notice to the owner, the **family must** give the PHA a copy of the notice at the same time. (2) If the family wants to move to a new unit, the **family must** notify the PHA and the owner before moving from the old unit. If the family wants to move to a new unit that is located outside the initial PHA jurisdiction, the notice to the initial PHA must specify the area where the family wants to move.

Serving Notice to Owners and VHA

If you and your property owner do not have a fixed term lease, or have a month-to-month agreement, you may **give written notice** to the owner at any time with a copy to Vallejo Housing Authority. For your convenience, you may use **Form 39 – Intent to Vacate “Notice of Intent to Vacate/Transfer”** which is available in the lobby of Vallejo Housing Authority and at www.cityofvallejo.net. You **must** serve your property owner with the original notice to vacate, **AND** provide a copy to Vallejo Housing Authority. **The original notice must be provided to Owner AND a copy to VHA at least 30 days prior to your vacate date in order to initiate the transfer process. More than 30 days are recommended due to processing time.** You should **allow five (5) days for mail.**

Additionally, Vallejo Housing Authority **will not** accept your request to vacate/transfer without proof that owner has received notice to vacate. **VHA requires that you submit a copy of Notice to Vacate AND Proof of Mailing to Owner, OR copy of Notice to Vacate AND Owner’s signature on Receipt of Notice to Vacate form.**

Please Note: You are entitled to **one (1)** extension if agreed to by your property owner/manager. Mutual agreements to extend NIV’s must be **submitted in writing** to Vallejo Housing Authority no later than **seven (7) days before** the vacate date stated below.

Move Denials

FEDERAL REGULATIONS: 24 CFR 982.314 Move with continued tenant-based assistance. (e) When PHA may deny permission to move. (1) The PHA may deny permission to move if the PHA does not have sufficient funding for continued assistance. (2) At any time, the PHA may deny permission to move in accordance with 982.552 (grounds for denial or termination of assistance).

Vallejo Housing Authority Administrative Plan:

The VHA will deny a family permission to make an elective move during the first six (6) months of the Housing Assistance Payment Contract. More frequent moves require substantial administration and place an undue burden on VHA staff. This policy applies to moves within the VHA’s jurisdiction or outside it under portability.

The VHA will also deny a family permission to make more than one elective move during any 12-month period. This policy applies to all assisted families residing in the VHA’s jurisdiction.

If the family has an **active** Repayment Agreement **with any** Housing Authority, without exception the family **will not** be authorized to move **with continued** rental assistance until proof is provided the debt is **paid in full.**

All VHA Administrative policies are available in the VHA Administrative Plan located at <http://www.cityofvallejo.net> / Departments / Community Development / Housing and Community Development / Housing Choice Voucher Program (Section 8) / Administrative Plan.

Should you have questions please contact your current VHA Housing Specialist.

See AB 2330 (CA Assembly Bill) on reverse side on Notice of Intent to Vacate form.

HOUSING AUTHORITY OF THE CITY OF VALLEJO
200 GEORGIA STREET / P.O. BOX 1432
VALLEJO, CA 94590
(707) 648-4507 • Fax (707) 648-5249

NOTICE OF INTENT TO VACATE / TRANSFER (NIV)
PLEASE PRINT CLEARLY

Dear _____ Date: _____, 20____
(Property Owner Name)

(Property Owner Address) (City, State, ZIP)

I hereby inform you of my **intent to vacate** your rental property located at _____
_____, Vallejo, California, **on** _____, **20**_____.

Vallejo Housing Authority will cancel their contract with you on the same date. You **will not** receive any housing assistance payments after the month I move out. I understand I will be **fully responsible** for the contract rent without housing subsidy assistance if I remain in your unit beyond the vacate date, **unless a mutual agreement to extend my vacate date has been received and authorized by Vallejo Housing Authority no later than seven (7) days before the vacate date indicated above.**

Per AB 2330 (CA Assembly Bill effective January 1, 2003) a residential property owner must offer to perform an initial inspection of the rental unit with the resident if one of the following events occur:

- The resident provides notice to owner that resident intends to terminate the tenancy.
- The owner provides notice to resident that owner intends to terminate the tenancy.
- The lease is about to expire.

NOTE: Please refer to the reverse side of this page for the AB 2330 walk through process.

Please call me at (_____) _____ so we can arrange the walk through inspection and return of the keys to you. I realize that it is my responsibility to return your property to you in the same condition I received it, with the exception of normal wear and tear. You may call me at the above number or write to me at

_____ to notify me concerning the disposition of my security deposit or any claim against it.

Tenant Name (Print)

Tenant Address

Tenant Signature

Date

PROOF OF RECEIPT

I, _____ (Property Owner Name) hereby acknowledge receipt of Notice to Vacate from _____ (Tenant Name) to vacate my rental property on _____, 20_____.

I understand Vallejo Housing Authority will cancel their contract with me on this date. I **will not** receive any housing assistance payments after the month this tenant moves out. I understand the tenant will be **fully responsible** for the contract rent without housing subsidy assistance if he/she remains in my unit beyond the vacate date, **unless a mutual agreement to extend the vacate date has been received and authorized by Vallejo Housing Authority no later than seven (7) days before the vacate date indicated above.**

Property Owner Name (Print)

Property Owner Signature

Date

NOTE: FEDERAL REGULATIONS: 24 CFR 982.314 Move with continued tenant-based assistance. (e) When PHA may deny permission to move. (1) The PHA may deny permission to move if the PHA does not have sufficient funding for continued assistance.

It is the policy of the Vallejo Housing Authority to provide reasonable accommodation to persons with disabilities, so that they may fully access and utilize the housing program and related services. Requests for reasonable accommodation must be made in writing. The Housing Authority must be allowed reasonable time to evaluate all requests. The hearing impaired may call the California Relay Service at (800) 735-2922 without TTY/TDD or (800) 735-2929 with TTY/TDD. Anne Putney is the Section 504 Coordinator. For information, Ms. Putney, HCD Manager, may be reached at 707-648-4507

MUTUAL AGREEMENT TO EXTEND NOTICE OF INTENT TO VACATE (NIV)

Office use only

Original Notice of Intent to Vacate (NIV) submitted to Vallejo HA _____ 20 _____

Please Note

1. Mutual agreements to extend NIV's must be submitted to Vallejo Housing Authority no later than **seven (7) days** before original requested vacate date.
2. Granting an extension of the NIV will not change voucher date from original issue date.

Please Print Clearly

Property Owner/Manager

Tenant Name

Unit Address

Lease/rental agreement between Property Owner/Manager and tenant was scheduled to terminate _____, due to the following requested action:

Please Check One

_____ 30 Day Notice of Intent to Vacate from Tenant

_____ 30 Day Notice to Vacate with cause from Property Owner/Manager

_____ 60 Day Notice to Vacate with cause from Property Owner/Manager

_____ 90 Day Notice to Vacate from Property Owner/Manager

Property Owner/Manager and tenant **mutually agree to rescind** notice described above, and extend lease/rental agreement. Tenant is now scheduled to **vacate** the assisted unit _____. By signing below Property Owner/Manager and tenant understand that after the above stated vacate date, housing assistance payments will cease and tenant will be responsible for the **full contract rent**.

Signatures:

Property Owner/Manager

Date

Telephone Number

Tenant

Date

Telephone Number

It is the policy of the Vallejo Housing Authority to provide reasonable accommodation to persons with disabilities, so that they may fully access and utilize the housing program and related services. Requests for reasonable accommodation must be made in writing. The Housing Authority must be allowed reasonable time to evaluate all requests. The hearing impaired may call the California Relay Service at (800) 735-2922 without TTY/TDD or (800) 735-2929 with TTY/TDD. Anne Putney is the Section 504 Coordinator. Please contact Ms. Putney, HCD Manager, at (707) 648-4507 for further information.