



25 High Street
Caribou, ME 04736
Telephone: (207) 493-4234
Fax (207) 376-0178
www.caribouhousing.org



LOCAL MOVING / VACATE PACKAGE

Under the Housing Choice Voucher and Mainstream Program, families may move their assistance from one unit to another under certain conditions. All the following conditions are necessary for a unit transfer to be approved:

- The first term of the lease has been satisfied. You must have lived in your current assisted unit for the first term of the lease (minimum 12-months). However, if both you and your landlord voluntarily agree to terminate your lease before the end of the lease term, you may be able to move before the term ends.
- All money owed to the Landlord has been paid in full. All past due amounts must be paid in full before a moving package can be processed.
- Notice to Owner/Landlord. You are required to provide proper, written, notice to your landlord as spelled out in your lease agreement. If you do not give proper notice to your landlord, you may be liable for unpaid rent to the landlord and or be terminated from participation in the voucher program.
- Notice to Caribou Housing Agency. Per the policy of the Caribou Housing Authority, you must give a copy of your written 30-day notice, signed by your landlord, to the housing agency. Failure to give a copy to the housing agency, may result in termination from the voucher program.
- All money owed to the Caribou Housing Authority has been paid in full. Any money due to the housing agency (repayment agreement) must be paid in full before a Portability Package will be processed.

TYPES OF MOVES

There are a two type of moves that a voucher family can do

1. **Local.** The family wants to stay in the same town/area that they are currently living in.
2. **Portability.** The family would like to move to a different town/state.

CURRENT & PROSPECTIVE LANDLORD

Caribou Housing Authority will provide the current landlord with your new address, upon written request. The Housing Agency may provide a prospective landlord with your previous landlord as well as your previous address, upon written request.

VOUCHER SIZE & PAYMENT STANDARD

Please be aware that if you move or port, your voucher size will be re-determined in compliance with the housing agency's subsidy and payment standard policy. **Your voucher size and payment standards may be decreased.**

HOW TO START THE MOVING PROCESS

1. *30-Day Notice to Vacate* – This form must be filled out completely and signed by both the Head of Household and the landlord.
2. *Extension / Rescind Current 30-Day Notice* – This form only needs to be completed and signed by the Head of Household if the family needs to make a change to their original 30-day notice. The form must

be submitted to the housing authority NO LATER than 10 business day before the original move-out date.

If you have any questions or need assistance with completing the form, please contact the Caribou Housing Authority.

WHAT HAPPENS NEXT?

Upon receipt of your request, Caribou Housing Authority will review the notice to confirm your eligibility to move. If the request is approved, you will be given a new *Landlord Package*, and be issued a moving voucher.

If the request is denied, the Caribou Housing Authority will walk you through on what steps need to be taken to make a future move possible.

****If you or anyone in your household is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the Caribou Housing Authority.****



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30-DAY NOTICE TO VACATE

This serves as a one-month notice of intent to vacate the premises listed below. I understand to be eligible to move; I must have either (1) occupied the unit for one year or more or (2) the landlord and I both mutually agree to terminate the one-year lease due to circumstances out of one's control.

TO BE COMPELLED BY VOUCHER HOLDER

Head of Household: _____

Address: _____

City: _____ Phone Number: _____

I, _____, do hereby serve notice of my intent to vacate the unit listed above on _____ 20____.

Reason(s) for Moving:

- | | |
|---|---|
| <input type="checkbox"/> Want to be near employment | <input type="checkbox"/> Want to be near health care provider |
| <input type="checkbox"/> Need larger unit | <input type="checkbox"/> Need smaller unit |
| <input type="checkbox"/> Unit doesn't pass HQS Inspection | <input type="checkbox"/> Reasonable Accommodation |
| <input type="checkbox"/> Other: _____ | |

CERTIFICATION

I certify that:

- I have not received a notice from the owner/landlord to pay or quit within the last 30 days.
- I am not currently involved in an eviction action with the owner/landlord.
- I am liable for charges due to damages beyond normal wear and tear that were created during my occupancy at the current address.
- If I owe money for rent, fees, and/or damages, my current landlord may attempt to obtain a court judgement for monies owed. If a judgement is rendered on behalf of my landlord, and I do not pay in full, my assistance may be terminated in my new unit.

WARNING: Section 1001 of Title 18 of the U.S. Code makes is a criminal offense to make willful false statements or misrepresentation to any Department or Agency of the United States.

x. _____
Signature of Head of Household Date

****If you or anyone in your household is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the Caribou Housing Authority.****

TO BE COMPELTED BY THE OWNER/LANDLORD

Note to Owner/Landlord: Before signing this form, we strongly urge you to inspect the rental unit and make a written agreement with the family acknowledging responsibility for any unpaid rent, damages to the unit, or outstanding utility bills. A copy of the agreement **MUST** be attached to this Notice. If you obtain a court order for possession because of a lease violation, please send us a copy of that order, and any other court judgements.

As the landlord/owner, I agree to the following:

- Should the family remain the unit after the date of official rescission of the lease, the family is responsible for any all rent due.
- The landlord/owner is not entitled to any further housing assistance payments from the Caribou Housing Agency for any period after the effective date of the 30-day notice.
- The Housing Assistance Payments contract between the landlord/owner and the Caribou Housing Authority is terminated as of the effective date of the 30-day notice.
- Please be advised that pursuant to 24 CFR 982.311(d), if the family moves out of the unit, the Caribou Housing Authority may not make any housing assistance payment to the owner for any month after the month when the family moves out. If you receive a subsidy payment after the family vacates, you are obligated to repay the subsidy.

CERTIFICATION

I certify that the family:

- Is not bound by a current lease as the Vacate Date, noted above
- Does not owe any money to the landlord for outstanding rent, deposits, etc.
- Has no known damages to the unit, beyond normal wear and tear.
- Is not currently being evicted and/or DOES NOT has a case pending in court

WARNING: Section 1001 of Title 18 of the U.S. Code makes is a criminal offense to make willful false statements or misrepresentation to any Department or Agency of the United States.

Signature of Owner/Landlord

Date



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EXTENSION / RESCIND CURRENT 30-DAY NOTICE

This form **MUST BE** completed by both the voucher holder and the owner/landlord.

TO BE COMPELTED BY VOUCHER HOLDER

Head of Household: _____

Address: _____

City: _____ Phone Number: _____

I AM REQUESTING

Extension on Original 30-Day Notice

I, _____, do hereby request an extension to my original 30-day notice to vacate from _____ 20_____, to a new move-out date of _____ 20_____.

The reason for this request is due to _____

Rescind 30-Day Notice

I, _____, do hereby request to rescind to my original 30-day notice to vacate on _____ 20_____.

The reason for this request is due to _____

**** This written request must be submitted to the Caribou Housing Authority NO LATER than 10 business days prior to the original move-out date.**

**** This request must be signed and dated by both the voucher holder and the landlord.**

x. _____
Signature of Section 8 Head of Household _____ Date _____

TO BE COMPELTED BY THE OWNER/LANDLORD

By signing below, the Landlord:

- Accept the extension
 Accept the recension
 Deny the request due to: _____

x. _____
Signature of Owner/Landlord _____ Date _____

****If you or anyone in your household is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the Caribou Housing Authority.****