

## Moving to a New Unit (within DeKalb County)

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To be eligible to move, also called an elective move, tenants must be determined eligible to move.

- To be eligible to move:
  - You must not be under an active Repayment Agreement.
  - You cannot move during your initial lease term, but you can move after you have complied with the terms of the lease (12 months).
  - You must complete an Intent to Vacate form that both you and your landlord sign. You must return it to your Case Manager for review and approval.
  - Upon approval to move, you will be provided a new voucher with **60 days** search time.
  - You will be provided a Request for Tenancy Approval form (RFTA) which will be provided to the prospective new landlord.
  - You will need to complete any forms deemed necessary at the time of the move. This will depend upon your annual recertification date and timing of the move.

You are responsible for returning the RFTA before your voucher expiration date.

- Upon receipt of the completed RFTA your Case Manager will check for affordability.
- If the unit is determined affordable your Case Manager will arrange for inspection.
- If the unit is determined unaffordable, your Case Manager will contact you with the information. At this time, you can contact the landlord to see if they will lower rent to meet affordability or, you will be given a new RFTA to search for another unit.

If the unit fails, the inspection the landlord needs to cure the deficiencies as soon as possible and it must be re-inspected.

- Inspections are only conducted on Fridays and NOT the last Friday of the month.

If the unit passes inspection, you will be notified by your Case Manager that you can sign the lease and we can start subsidy on the 1<sup>st</sup> of the upcoming month.