



Steps to a Successful Move with Section 8 Assistance

1. Request a **Good Standing Form** from your Housing Management Specialist. This form must be completed by your current landlord, stating that you do not owe rent or utilities and you have not damaged the unit.
2. **Give your landlord notice of your intent to move out.** You must give him/her at least 28 days notice. (Note that some leases require 60 days notice. Please consult your current lease for the notice you are required to give your landlord.)
3. Call your Housing Management Specialist for a **moving appointment.** You must bring your signed **Good Standing Form and a copy of your notice to move out** to this appointment. You must also bring in **proof that your utility bill is up-to-date.** If you have not recently done your annual recertification, the paperwork will be completed at this appointment. You will also receive your voucher and a Request for Tenancy Approval.
4. Take the **Request for Tenancy Approval** to the new landlord for completion. Return it to Housing as soon as possible.
5. Your Housing Management Specialist will determine if you are eligible for this particular unit. (According to HUD regulations, a family must not pay more than 40% of their adjusted gross income for rent. Your Specialist will determine whether the unit meets the 40% rule and is rent reasonable for the Racine area.)
6. An **inspection** will be scheduled within two weeks. The unit must pass inspection before you can lease up. If it does not pass the first inspection, the landlord will need to make repairs within 30 days and schedule a re-inspection.
7. Once the unit passes inspection, Housing will send a contract to the landlord, as well as a lease, if the landlord is not using his/her own lease. **The lease will start on the first day of the following month.**
8. The signed lease and contract must be returned to Housing before payment will be made to the landlord.

****Please be aware that this process takes several weeks.** It is best to assume that it will take about two months, assuming that you complete the steps as quickly as possible. We will work as efficiently as possible to get you leased up in your new home as requested. But please be aware that much of the timing depends on you. The sooner required paperwork is turned in, the sooner you can lease up.



Frequently Asked Questions



When can I move?

You cannot move until you have been in your current unit for at least a year. You will need to stay in your new unit for at least a year before you will be eligible to move again.

What do I need to turn in to get a moving voucher?

You must submit to the office: your signed Good Standing Form, a copy of the written moving notice that you gave your landlord, and proof that your utility bill is up-to-date. *If you do not have one of these items, you will not be issued a voucher and you cannot move.*

What if my landlord won't fill out the Good Standing Form until I move out?

You cannot move into a new unit and receive assistance at that unit until a Good Standing Form is completed. Some landlords will not complete the form until you move out of your current unit. For those clients, that can mean that the first month of rent at the new unit will be the client's responsibility.

Can Housing help me pay the security deposit?

The Housing Authority of Racine County does not assist with security deposits or by paying the entire first month's rent.

Can I afford this unit?

You must turn in a completed Request for Tenancy Approval in order for your Housing Management Specialist to know for sure if the unit is affordable for you. Without the Request, your Specialist can only estimate if you are "in the ballpark." After we receive the Request, if the unit does not meet the 40% rule, you will need to negotiate with the landlord in an attempt to make the unit affordable for you. But be aware that sometimes landlords will not lower the rent amount. If that occurs, you will be issued another Request for Tenancy Approval and you will need to find a different unit.

When can I move in?

Leases and contracts must start on the first of the month, so plan ahead. If you choose to move into a new unit in the middle of a month, you will be completely responsible for all rent until the first of the following month, assuming the unit has passed inspection by that date.

I am qualified for a two-bedroom voucher, but my kids don't want to share a room. Can I move into a three-bedroom unit?

If a family leases a unit larger than the unit size on the voucher, the payment standard will still only be the size of the voucher. Keep in mind that utilities will cost more in a larger unit, the rent will probably be higher, and the unit may cost you more out of pocket.

If you have questions about the moving process or about your particular situation, call your Housing Management Specialist or the Housing Authority main number at 636-3405!