Zanesville Metropolitan Housing Authority

**HOUSING CHOICE VOUCHER PROGRAM (Section 8)**

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**MOVING DIRECTIONS**

**STEP 1**: **Determining** **Eligibility to Move**

* If you want to move to another property within Muskingum County review the following options and steps below.

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| **OPTION 1** | **OPTION 2** |
| **I am currently in a one year lease.** | **I am currently on a month-to-month lease.** |
| 1. You must submit a “Rescission of Lease” (provided in the moving packet) signed by both you and your **Current** Landlord, to be eligible to move. 2. Please note: the “Rescission of Lease” must be effective for the “last day of a month”. 3. Continue to **Step 2.** | 1. Provide written 30-day notice to your **Current** Landlord. 2. Notify the HCVP (Section 8) office of your intent to move by submitting a copy of the 30-day notice that you submitted to your **Current** Landlord 3. Continue to **Step 2**. |

**STEP 2: Moving Packet**

* Obtain and complete a “Moving Packet” (available at the HCVP/Section 8 office), and all required income and asset information for everyone in the household. Please see the, “Moving Checklist,” (included in the packet) to determine what documentation your household needs to submit.
* All documentation **must be** **dated within the last 30 days**.
* Submit the completed “Moving Packet”, a copy of your proper “30 Day Notice” or a signed “Rescission of Lease” (whichever applies), and all required documentation to the HCVP/Section 8 office.

**STEP 3: Briefing Video**

* Once Step 2 has been completed and all items verified. We will notify you by mail of your appointment date and time to watch the Briefing Video.
  + Everyone in your household 18 years and older must attend.
* On the day of your Briefing Video appointment, you will watch a 25 min. video, sign a new voucher, and receive a “Request for Tenancy Approval” (RTA).

**STEP 4: Request for Tenancy Approval (RTA)**

* The “RTA” form must be completed by the landlord you are wishing to rent from and yourself.
  + The “RTA” does not hold the rental unit for you, as the form is only a “request.”
  + If the “RTA” is missing information, initials, or signatures, the form will be returned to either the landlord or client to be completed.
* Once received, the “RTA” will be process by the HCVP/section 8 office to determine rent reasonableness and that the rent amount meets HUD’s 40% requirement.
* Once the rent amount is approved, you will receive a letter containing the estimated portions of rent for the requested unit.
* After “RTA” approval, the unit will be scheduled for inspection.

**STEP 5: Inspection**

* If the unit is vacant, the inspector will schedule an inspection with the landlord.
  + Please ask the landlord to provide the unit’s key to the inspector, so the inspector may enter the premises.
* If you are currently living in the unit, the inspector will contact you.
  + Please have all furniture away from the walls and make sure all outlets are visible.
* **The unit must pass inspection to be eligible to receive HCVP (Section 8) benefits**.
* **We will not subsidized a unit until “after” it passes a HQS inspection**. If you are currently living in the unit and the unit fails inspection,you will be responsible for the monthly rent.