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# MOBILE HOUSING BOARD

[www.mhb.gov](http://www.mhb.gov)

## Housing Choice Voucher Move Process

After you have been or will be in your current unit for 12 months, you can request to move. The moving process takes four steps:

- 1. Notify both your landlord and MHB HCV that you plan to move.** The notice must be in writing. It needs to list your current address and the date you will leave the home. **You must give notice at least 30 or 60 days in accordance with your lease terms before the end of the month. Please review your lease to ensure you are in compliance with the vacate terms.** You must use MHB's [Vacate Notice form](#) on page 2 of this document.
- 2. Sign the new voucher.** After receiving the vacate notice, MHB HCV will email you to pick up your new voucher. You will also receive your new Request for Tenancy Approval Packet which should be completed by your new landlord.
- 3. Your new landlord should complete the Request for Tenancy Approval (RFTA) packet. It is your responsibility to return the completed packet to MHB HCV.** HCV inspections will contact the new landlord to schedule the unit inspection. Do not sign the lease or move into the home until it passes inspection. MHB HCV will only start making payments to your landlord if the home meets HUD standards.
- 4. Once the unit passes in inspection,** the rent is negotiated, if necessary, MHB HCV will notify the landlord to provide a copy of the signed lease and sign the Housing Assistance Payment Contract.
- 5. Move out of your current home by the date listed on the vacate notice.** Return the keys to your landlord. Ask for a receipt from your landlord that lists the date on which you returned the keys. Make sure you leave the home in good condition. Damages reported to our office by previous landlords may result in termination of your housing assistance.

\*\* You are responsible for the full contract rent effective immediately after the vacate notice date if you remain in the unit. (Note: If the parties agree to extend the move-out date or terminate the Vacate Notice, submit a Contract Termination Extend or Rescind notice signed by both parties.)

\*\*\* The Mobile Housing Board Housing Choice Voucher Program recommends starting this process 30 to 45 days before you plan to move. You are responsible for completing each of the four steps on time.

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Street Address:

151 South Claiborne Street  
Mobile, Alabama 36602

Mailing Address:

Post Office Box 1345  
Mobile Alabama 36633-1345

Telephone: (251) 434-2300  
Facsimile: (251) 434-0004

## Vacate Notice Form

This serves as a 30 or 60 day notice of intent to vacate the premises listed below. I understand to be eligible to move I must have occupied the unit under PHA Contract for one year or more.

Address: \_\_\_\_\_

Vacate Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

- An eviction notice of any type has not been issued within the last 30 days.
- This agreement does not relieve the resident of any responsibility to pay rent or for resident- caused damages to the above-mentioned property that may exist at the time of move out.
- The owner is required to provide a security deposit deposition within 14 days from the effective date of termination of the lease.
- Any extension or rescission of this notice must be in writing, signed by both parties, and a copy forwarded to Mobile Housing Board HCV Program prior to the effective termination date of the lease.
- The resident is responsible for the full contract rent effective immediately after the termination date if the resident remains in the unit after the effective termination date. (Note: If the parties agree to extend the move-out date or terminate the Vacate Notice, submit a Contract Termination Extend or Rescind Form.)
- The owner must return any overpayment received from the Housing Authority. If overpayment monies are not returned, the Housing Authority will deduct the overpayment from any active contract it has with the owner, or proceed with the collection process.

I understand by signing this form, I agree to the above vacate notice date.

\_\_\_\_\_  
Participant Name (please print )

\_\_\_\_\_  
Last 4 SSN

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date