



Mover Checklist

Before being able to move and receive a new voucher you must answer Yes to all of these statements:

- (1) I am eligible to move. I have honored my lease term.
- (2) I am current on my monthly payments, if I owe money to HATC (claim), or have paid the claim in full. Claims must be paid in full if moving out of Thurston County.
- (3) I have given my current landlord at least 30-days written notice to move.
- (4) I have provided my Housing Program Specialist with a copy of the notice I gave to my landlord, and have provided them written notice at least 30 days before I intend to move.
- (5) I have paid all my rent and utility bills at my current unit.
- (6) I will complete a new recertification form and signed authorization for release of all information to verify my income, assets and expenses.
- (7) I will read the mover information packet and signed both the briefing checklist and the voucher. I understand that if I have any questions about the voucher program or if I do not understand my program obligations I must ask my specialist to answer my questions or request an optional mover information meeting.
- (8) I have the security deposit I need to give to a new landlord.
- (9) I understand that I may be responsible for the full rent in my old or my new unit or both if the Housing Authority contract is not effective immediately in the new unit.
- (10) If I want to move outside Thurston County, I have filled out the “family request for portability” form identifying the name of the new Housing Authority, signed a new voucher, and have given a 30-day notice to vacate to my current Landlord (also providing a copy to the Housing Authority).

Once you have submitted your 30-day notice to move and submitted all of the above requested verifications, your file will be reviewed and your income verified. Please allow at least a week to be issued a voucher and receive leasing paperwork for your new landlord. Once you have submitted the Request for Tenancy Approval paperwork for your new unit, please allow up to two weeks for the inspection to be scheduled.