



UNIT TRANSFER REQUEST

In order to be eligible to move, the following must be true:

- Unit Transfer Request Form is complete, signed, and dated by you and your landlord and returned to the HCV office (copy attached).
- A copy of your written 30 day notice to your landlord is attached to your Unit Transfer Request Form.
- You are current with your rent and a tenant in good standing with no lease violations.
- You are not in the termination process with CVR New York.
- You were issued your most recent voucher more than 12 months ago unless the CVR New York approves the move
- You are past the first year of your lease with the current unit (unless written approval by the landlord or CVR New York is provided).
- You are not under a repayment agreement with CVR New York.

Once you have met the above requirements:

1. Make an appointment with your Case Manager for an appointment to review your request and, if approved, receive your voucher and leasing package.
2. You will have up to 60 days to secure a new unit after the voucher is issued. You must return the completed Landlord Information Packet from the leasing package within that time period. Please review the packet before submittal to ensure all forms are completed, signed, and dated.
3. To return the Landlord Information Packet, make an appointment with your Case Manager. If your last recertification was over 6 months ago, you must provide your updated income verification to review the documents and determine the affordability of the unit.
4. The moving process takes up to 60 days from when you submit the completed leasing package. The unit inspection is completed within 30 days of the request for inspection. The inspector is **NOT** authorized to give you a move-in date; you must speak to your Case Manager for any inquiries regarding your move.
IMPORTANT NOTE: You must submit verification that you handed in the keys and vacated the unit on or before the end of the month (30th or 31st).

NOTE: You should make a thorough inspection of the unit prior to submission of your Landlord Information Packet. You should visit the building/neighborhood both in the day time and night so that you have an idea of activities in the neighborhood.

Items to Check For:

- Front Entrance Door: Must have at least one working house lock (**double cylinder locks are NOT allowed**).
- Windows: Must have locks which must open and close properly.
- Window Gates: Must be fire department approved.
- All faucets must be free of leaks and have hot/cold running water.
- The refrigerator and stove must be installed and in working condition.
- Utility services must be on.
- All electrical outlets and fixtures must be covered and in working condition (no exposed wiring).
- If the building has six units or more, the front entrance door must have a peep hole.
- There must be a working smoke detector and a working carbon monoxide detector.

112 East Post Road • Suite 102 • White Plains, NY 10601
www.cvrnewyork.com • 914.995.2415





UNIT TRANSFER REQUEST

Head of Household Name		Log #	
Current Address			
Phone		Email	
Reason for Move			

NOTICE TO VACATE

The tenant listed above hereby gives notice to vacate the residence located at the address above. The landlord listed below agrees that the lease agreement will be terminated on the following date.

Move-Out Date (Must be the last day of a month and form must be received at least 60 days prior to this date)	
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TENANT CERTIFICATION

1. I certify that I am current with my portion of the rent and have no outstanding lease violations.
2. I will return all keys to the Landlord/Management and all of my personal belongings and furniture will be out of the unit by the date listed above.
3. I understand that should I need to continue to occupy the current unit after the above date, I must obtain written authorization from the landlord and submit to CVR New York prior to the move out date listed above.
4. I understand that my request may be delayed if CVR New York receives written notice from my Landlord of any unresolved lease violations.
5. I understand that, if I am issued a voucher, in order to request and extension to the voucher I must submit a completed unit search report to show that I have made a good faith effort searching for a unit.

Head of Household Signature		Date	
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Please keep in mind that if there are lease violations during the move process, it could delay the move. In addition, if you vacate the unit without notice or have lease violations, you may be terminated from the Housing Choice Voucher program.

LANDLORD CERTIFICATION

I, the Landlord, certify that the above tenant is up to date with his/her share of the rent and is in good standing with no lease violations. I understand that CVR New York will not be responsible for any rent portion after the move-out date stated above. I understand that CVR New York is not a party to my lease and cannot assist with collections of outstanding debts.

Landlord Name		Phone	
Signature		Date	

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UNIT TRANSFER REQUEST – ADDITIONAL QUESTIONS

If any of the statements in the following sections are true, please fill out the information requested.

- I am planning to move outside of the CVR New York jurisdiction.**

If yes, complete the section below indicating the Housing Agency you wish to move to. If you ported into the CVR New York from another jurisdiction and have not been absorbed by our agency your paperwork will be returned to your Initial Housing Authority and your Initial Housing Authority will have to port your paperwork to the location requested below.

Housing Authority Name		Phone	
Contact Person		Fax	
Address			

- I am not up to date on my rent.**

Amount of Rent Due	
Reason for Unpaid Rent	

- I am requesting a move to a safe unit because I am in danger due to domestic violence, dating violence, sexual assault, or stalking.**

If you are a victim of domestic violence, dating violence, sexual assault, or stalking and need to move because staying in your current unit may result in further harm to you or a household member, please contact your Case Manager immediately so that they can assist you.

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