



# North Central Florida

## Regional Housing Authority

PO Box 38, Bronson, FL 32621-0038  
Phone (352) 486-5420 or 1 (800) 664-5197  
TTY/Fax (352) 486-5423

### TRANSFER REQUEST FORM

UNDER THE Section 8 Housing Choice Voucher Program, families can move their assistance from one unit to another unit under certain conditions. **ALL OF THE FOLLOWING CONDITIONS ARE NECESSARY FOR A TRANSFER TO BE APPROVED.**

- You have given proper notice to your landlord. You are required to provide a copy of the 30 day notice you gave your landlord. If you do not give landlord notice and move you will lose your section 8 assistance.
- The first term of the lease has been satisfied. You must have lived in your current section 8 assisted unit for the first term of the lease.
- All money owed to your current landlord has been paid in full. You will need a letter from your current section 8 assisted landlord that all charges for any rent or repairs has been paid in full.

Also, please be aware that if you transfer, your voucher size will be re-determined in compliance with our current subsidy standards policy. **Your voucher size may be decreased.**

**If you would like to transfer your housing assistance to another rental unit, please fill out the form below.**

Name of Head of Household \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

#### ARE YOU CURRENTLY LIVING IN YOUR ASSISTED UNIT?

\_\_\_\_ Yes      Anticipated move date \_\_\_\_\_

\_\_\_\_ No      Have you moved out of your assisted unit \_\_\_\_\_

**PLEASE STATE THE REASON THAT YOU WOULD LIKE TO TRANSFER:** \_\_\_\_\_

\_\_\_\_\_

#### Next steps in the transfer process:

When the housing Authority receives your Transfer Request Form, we will send you a Transfer Packet, complete with all the information and forms that you will need if you find another unit and decide to transfer. The cover letter of the Transfer Packet will inform you of the voucher size you will be assigned if you choose to transfer.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

Christina Holland, Executive Director/CEO ~ Debra Holthus, Section 8 Administrator

Karen Diago, Public Housing Administrator ~ Sherri Bowen, NCFRHA Attorney ~ Allen Sauder, Maintenance Superintendent

