



The Longmont
Housing Authority

Longmont Housing Authority | Housing Choice Voucher Program

I want to move...

I'm currently under a 1 year lease	My Lease is ending or I am month to month
<ul style="list-style-type: none">● Is your landlord willing to let you out of your lease?<ul style="list-style-type: none"><input type="checkbox"/> No – You cannot move<input type="checkbox"/> Yes –You must provide a 30 Day Notice and have a security deposit● Security Deposit – you must have a security deposit before you move● <u>Notice To Vacate (30 Day Notice is required)</u><ul style="list-style-type: none"><input type="checkbox"/> Obtain a Mutual Rescission of lease from the front desk for you and your landlord to sign<input type="checkbox"/> Return the White page to LHA, the Pink page is for the landlord, yellow for you<input type="checkbox"/> Your Housing Specialist will schedule a Move Out Orientation● <u>Move Out Orientation</u> You will receive the following:<ul style="list-style-type: none"><input type="checkbox"/> Section 8 Voucher<input type="checkbox"/> RFTA Packet<input type="checkbox"/> Recertification Packet (If household information is more than 90 days old)<input type="checkbox"/> A packet of general information● <u>Finding a Unit</u><ul style="list-style-type: none"><input type="checkbox"/> Find a unit under your payment standards, if the unit is above the payment standards you may not qualify (see attached sheet)● <u>Request for Tenancy Approval Packet (RFTA)</u><ul style="list-style-type: none"><input type="checkbox"/> Landlord needs to complete RFTA<input type="checkbox"/> All blank lines MUST be completed<input type="checkbox"/> White copy goes to LHA, Pink to new landlord, you keep the Yellow● <u>Inspection - LHA has 3 business days to schedule with the landlord</u><ul style="list-style-type: none"><input type="checkbox"/> Once the Unit Passes you will be notified you may move in<input type="checkbox"/> Bring a copy of your signed lease to LHA	<ul style="list-style-type: none">● Security Deposit – you must have a security deposit before you move● <u>Notice To Vacate (30 Day Notice is required)</u><ul style="list-style-type: none"><input type="checkbox"/> Obtain a Notice to Vacate<input type="checkbox"/> Return the White page to LHA, the Pink page is for the landlord, yellow for you<input type="checkbox"/> Your Housing Specialist will schedule a Move Out Orientation● <u>Move Out Orientation</u> You will receive the following:<ul style="list-style-type: none"><input type="checkbox"/> Section 8 Voucher<input type="checkbox"/> RFTA Packet<input type="checkbox"/> Recertification Packet (If household information is more than 90 days old)<input type="checkbox"/> A packet of general information● <u>Finding a Unit</u><ul style="list-style-type: none"><input type="checkbox"/> Find a unit under your payment standards, if the unit is above the payment standards you may not qualify (see attached sheet)● <u>Request for Tenancy Approval Packet (RFTA)</u><ul style="list-style-type: none"><input type="checkbox"/> Landlord needs to complete RFTA<input type="checkbox"/> All blank lines MUST be completed<input type="checkbox"/> White copy goes to LHA, Pink to new landlord, you keep the Yellow● <u>Inspection - LHA has 3 business days to schedule with the landlord</u><ul style="list-style-type: none"><input type="checkbox"/> Once the Unit Passes you will be notified you may move in<input type="checkbox"/> Bring a copy of your signed lease to LHA

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