



# Metropolitan Development and Housing Agency

## Rental Assistance Department

302 Foster Street • Nashville, Tennessee 37207

Mailing Address: P O Box 846 Nashville, Tennessee 37202

Telephone (615) 252-6500 • TDD (615) 252-8599 • FAX (615) 252-6614

[www.nashville-mdha.org](http://www.nashville-mdha.org) [section8@nashville-mdha.org](mailto:section8@nashville-mdha.org)

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## **RELOCATION**

“Relocation” is when a family moves its rental assistance from one unit to another. To be eligible to relocate, a participating family must meet the criteria outlined below.

**You must be in good standing to be approved for a relocation voucher. What good standing means:**

- You must give your landlord written notice that is in accordance with your lease terms (30 day or 60 day notice requirement) and you have fulfilled all current lease obligations
- You have a zero balance owed to your landlord and a zero balance owed to MDHA (or current on an installment agreement)
- You are not in an eviction process with landlord or termination process with MDHA

**If you believe you are eligible to relocate and you would like to move to a different unit, please fill out Part I of the Notice to Vacate form and give to your current landlord to fill out Part II.** Your completed Notice to Vacate form (**SIGNED BY YOU AND YOUR LANDLORD**) must be submitted to your MDHA assigned specialist at **least 15 days before your notice to your landlord is to begin.** This means if your lease requires a 30 day written notice, your completed Notice to Vacate must be submitted to MDHA at least 45 days before the date you plan to move out. If your lease requires a 60 day written notice, your completed Notice to Vacate must be submitted to MDHA at least 75 days before the date you plan to move out. MDHA needs this time to determine if you are eligible to move with continued assistance.

Failure to submit your Notice to Vacate in the required timeframe may result in your notice being rejected. If you have already moved out of your unit without notifying MDHA, or have not received advanced approval from MDHA to move, your voucher may be canceled and you will be responsible for the FULL amount of your rent.

### **NEXT STEPS in the relocation process:**

1. Within ten working days of receipt of your completed Notice to Vacate, MDHA will determine whether or not you are eligible to relocate. If you fail to meet all conditions, MDHA will not approve your request.
2. If approved, MDHA will follow-up with a notice to you and your landlord that the Housing Assistance Payments Contract executed on your behalf is being terminated as of the date of your notice to vacate. We will also include a relocation voucher for you to sign and return to MDHA.
3. Failure to comply with all requirements of the relocation process as outlined may result in your voucher being canceled at any time.



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## NOTICE TO VACATE

### Part I: To be completed by tenant.

Dear \_\_\_\_\_ (landlord name)

I am hereby giving written notice of my intent to vacate my unit at \_\_\_\_\_

\_\_\_\_\_ Apt. # \_\_\_\_\_ on \_\_\_\_\_ (must be on last day of month)

I understand I am responsible for all lease obligations, including any rent due by me through the notice date or my actual move out date, whichever is greater. I will leave the unit clean and repair any damages beyond normal wear and tear caused by me, my family or guests before vacating. In the event I need to extend my move-out date, I understand I must submit a written request to my landlord with a copy to MDHA and receive approval from both.

Tenant Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

### Part II: To be completed by property owner or landlord/representative.

I hereby acknowledge receipt of this Notice to Vacate and certify the following: Check one:

\_\_\_\_\_ The above named tenant is **CURRENT** on their obligations under our lease. I accept this notice to vacate as of the above date and release the tenant from the lease.

\_\_\_\_\_ The above named tenant is **NOT CURRENT** on their obligations under our lease and/or owes a balance due/past due that includes, but not limited to, early termination fee, rent, late fees, damages beyond normal wear and tear, court costs or other amounts that are their responsibility under our lease.

I have \_\_\_\_\_ have not provided the tenant with a written notice listing all amounts due and sent MDHA a copy.

Landlord Signature: \_\_\_\_\_

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

**BOTH TENANT AND LANDLORD MUST SIGN AND SHOULD KEEP A COPY FOR YOUR RECORDS. SUBMIT COMPLETED FORM TO THE TENANT'S ASSIGNED SPECIALIST AT THE ABOVE ADDRESS, FAX OR EMAIL.**

**Forgery or an attempt to falsify this form will result in a recommendation for immediate termination.**