

# FALL RIVER HOUSING AUTHORITY

LEASED HOUSING DEPARTMENT

P.O. BOX 989

FALL RIVER, MASSACHUSETTS 02722

Telephone 508-675-3595

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To: Tenant

From: Kerry Farias, Director of Leased Housing

RE: Procedures for Moving

## THIS IS TO INFORM YOU OF THE PROCEDURE WHEN YOU ARE MOVING

1. You are being issued a voucher in which you are to keep and not give to anyone as you will need to return it to the FRHA once you have found an apartment. Your voucher needs to be kept in your file. This voucher is being issued to you because you have given your landlord a written 30 day notice that he/she has agreed too.
2. The voucher is valid for two (2) months. If you do not find an apartment during this time the FRHA may give you one (1) final extension for a period of sixty (60) days. To request an extension you must submit a letter in writing requesting this extension including the reason(s) you have been unable to find an apartment.
3. Once you have found an apartment you must give the landlord the **Request for Tenancy Approval (RTA) Packet** that is enclosed which has to be **completely filled out and signed** by both parties where applicable. The landlord then needs to return the completed packet to the FRHA by means of email, fax, or dropping it off in our office located at 1197 Robeson Street, Level "C", the Leased Housing Dept. This is how the FRHA is aware the apartment is ready for an inspection. **All apartments must be inspected and approved prior to you moving in.** A proposed lease from the landlord must be submitted with the RTA Packet. Please note it could take up to two (2) weeks for an inspection to be scheduled.
4. If the landlord is new to the Section 8 Program there is paperwork that would need to be completed at the FRHA.
5. Once the apartment passes inspection and rent has been deemed reasonable you will receive a phone call from your Clerk to come into the FRHA to complete all required paperwork for this apartment. **PLEASE DO NOT MOVE INTO YOUR APARTMENT UNTIL YOU HAVE RECEIVED APPROVAL FROM YOUR CLERK.**
6. You need to inform your old landlord of the date you will be moving out. Enclosed in your packet is the Key Receipt Form that has to be signed and dated from your old landlord upon returning your keys in for the old apartment. **Rent must be all paid up to date and all belongings removed from your apartment by the day you turn your keys in or your landlord will not sign and date the Key Form.** You cannot occupy two (2) apartments at the same time. The FRHA cannot pay the new landlord on your behalf. If you do not follow this procedure you will be held responsible and you will have to pay the total rent (FRHA share plus your share) in your old or new apartment.
7. Any questions please feel free to reach out to your Clerk regarding the above steps.

Thank You