



JACKSON HOUSING AUTHORITY
 2747 LIVINGSTON ROAD JACKSON, MS 39213
 P.O. BOX 11327 JACKSON, MS 39283
 PHONE: 601-362-0885 FAX: 601-982-4733

HCV REQUEST TO MOVE FORM

JHA must review all move requests for eligibility and will process each request within 14 days. In order to be eligible to move with continued Housing Choice Voucher (HCV) assistance, you must be in good standing and meet all the following criteria:

- You have not moved within the last 12 months.
- You must have a zero balance with current landlord (documentation required).
- Your lease is expired or current landlord is willing to provide a general release form.
- You have provided your current landlord and JHA with 30 notice to vacate (documentation required).
- You must have completed an update of income within the past 120 days.

Name (HOH): _____ **Telephone:** _____

Current Address: _____

City/State: _____ **Zip Code:** _____

Program (HCV or VASH): _____

Signature: _____ **Date:** _____

Type of Move Requested:

- Move within JHA Jurisdiction
- Move outside of JHA Jurisdiction (Complete Portability Request)
- Move from a Project Based Voucher Development (Keystone Estates)

Please answer the following questions:

- Are you current on your tenant share of rent? Yes No
- Do you have an active lease with your current landlord? Yes No
- Are you being evicted or have a case pending against you in housing court? Yes No

I certify that the above statements are true to the best of my knowledge. I understand that supplying false statements and information can lead to a denial of my request and may affect my housing subsidy.

Head of Household Signature

Date

PLEASE MAIL OR HAND DELIVER REQUEST TO: Jackson Housing Authority
 2747 Livingston Road
 Jackson, MS 39213

INTERNAL OFFICE USE ONLY	
Date Reviewed:	_____
Received:	<input type="checkbox"/> 30 Day Notice <input type="checkbox"/> Zero Balance Statement
Is Tenant Eligible to Move?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Comments:	_____ _____ _____
JHA Signature:	_____ Date: _____