

WHAT TO DO IF YOU WISH TO MOVE:

1. Make an appointment with your Program Specialist to determine if you qualify to move. See MHA Move Policy below for more information. Your Program Specialist can be reached at (406) 549-4113.
2. Complete Part 1 of the RELOCATION REQUEST FORM with your program specialist. We will need to recertify your income and eligibility and get a landlord reference.
3. If you qualify and decide to proceed with your move, your program specialist will issue you a voucher and a REQUEST FOR TENANCY APPROVAL (RFTA) so you can begin looking for a new unit.
4. The process is the same as when you first got Section 8 housing. When you find a unit, you will need to give the landlord the RFTA, we will make sure it's affordable, and you will need to have our inspector approve it.
5. If all goes well, you can move in.

BE AWARE:

Our move process can take from **6 TO 8 WEEKS** to complete.

Since we recertify for a move, you will need to bring the same documents and information you do for your annual appointment.

MHA WILL ONLY ALLOW YOU TO MOVE IF YOU ARE IN GOOD STANDING.

For example, you must not owe MHA money. Also, we will require a reference from your landlord. **REMEMBER, VIOLATIONS OF YOUR FAMILY OBLIGATIONS ARE GROUNDS FOR TERMINATION. EVEN IF WE LEARN OF THEM AFTER YOUR MOVE IS APPROVED, WE CAN STILL TERMINATE YOUR ASSISTANCE.**

If denied for a move, you have the right to an Informal Hearing.

COMMON MISTAKES

- * Moving too soon. If you move out of your current unit and your housing is denied, you may lose your housing assistance.
- * Not telling your Program Specialist the date you move.

- * Moving without proper notice to your landlord and MHA. YOU MUST GIVE YOUR LANDLORD AND MHA 30 DAYS NOTICE.
- * Moving without cleaning your current home.
- * Not paying your current landlord your rent.
- * Damaging your current unit without paying for those damages or working out an agreement with your landlord to remedy the problem.

****EVEN IF WE APPROVE YOUR MOVE AND WE LATER LEARN THAT YOU LEFT YOUR PREVIOUS UNIT IN BAD SHAPE OR OWING MONEY, WE CAN TERMINATION YOUR ASSISTANCE.****

MHA MOVE POLICY

Voucher holders seeking new housing within MHA's jurisdiction will be approved only under the following circumstances:

1. An emergency exists which was not caused by the voucher holder that forces the voucher holder to move, e.g., eviction due to government action, repeated failure of HQS inspections, unit is sold, fire or other destruction; or
2. The total HAP paid by MHA is less than or equal to the existing amount of HAP being paid for that client regardless of the total rent being paid.

If this condition is not present, then the voucher holder has the following options:

1. Move to the new apartment and have Missoula's voucher terminated. The client can then apply to get on the waiting list but it is up to the client to obtain housing independent from any action by MHA; or,
2. Not move and remain as a MHA voucher holder.

GOOD RECORD REQUIREMENT FOR MOVES

In general, and in all cases of resident-requested moves, residents will be considered for transfers only if the head of household and any other family members for the past two years:

- a) have not engaged in criminal activity that threatens the health and safety of residents and staff;
- b) do not owe back rent or other charges, or evidence a pattern of late payment;
- c) meet reasonable housekeeping standards and have no housekeeping lease violations;
- d) can get utilities turned on in the name of the head of household (applicable only to properties with tenant-paid utilities);

- e) have not violated any Family Obligations; and
- f) Get a good reference from their current landlord.