



Moving With Your Voucher

Step 1

Getting Started

- Call your SDHC housing assistant at least one month before you plan to give your written 30-Day Notice to your existing landlord.
- Your housing assistant will explain the move process to you, and send you a Move Packet if you are ready to move.

Step 2

Returning Your Move Packet

- Your Move Packet has a lot of important information for you to provide and return to SDHC.
- Your housing voucher is included in the packet. Your housing voucher has an expiration date – if you don't find another rental unit before the voucher's expiration date, you could lose your voucher.
- If your Move Packet is not thoroughly complete and the verifications are not included – your move will be delayed.
- The checklist in the move packet will help you remember all that is needed.

Step 3

Request for Tenancy Approval (RFTA) Packet

- If all the required information was provided to SDHC, you will receive a Request for Tenancy Approval (RFTA) packet with paperwork that must be reviewed and completed by you and your NEW landlord.

(Continued)





Step 3 (Cont.)

- Be sure all the information requested in the RFTA Packet is complete.
- Return the RFTA to SDHC:

Via Mail:

San Diego Housing Commission

1122 Broadway, Suite 300

San Diego, CA 92101

(You can also drop it off in the SDHC lobby)

- Remember to put your housing assistant's name or ID number on the envelope.
- After SDHC receives the RFTA Packet, Your Leasing Housing Assistant will review the information.
- If approved, the RFTA Packet will be forwarded to SDHC's Inspections Department to schedule an inspection of the unit.

Inspection & Final Contract

Step 4

- The Inspections Department will call the prospective landlord to schedule the inspection.
- If the inspection passes and the requested rent is approved and determined reasonable, the Leasing Housing Assistant will begin finalizing and sending contracts to the landlord.
- The landlord will receive the final contracts after the inspection passes and SDHC can verify the participant moved out of the previous unit and moved into the new unit.
- The Leasing Housing Assistant will finalize your rent portion and send you and your landlord a Rent Portion letter.
- Once both the landlord and you sign and submit the final contracts, the Leasing Housing Assistant will process the move and initiate the landlord's first payment.