

HOUSING AUTHORITY OF THE TOWN OF HAMDEN

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SECTION 8 PROGRAM TENANT MOVE-OUT INSTRUCTIONS

The following is general information regarding the procedure tenants are to follow in order to transfer to another unit through the Hamden or Wallingford Section 8 Housing Choice Voucher program:

1. **If a tenant is currently leased up, in accordance with their current lease, a tenant must provide their landlord written notice that they are leaving their unit. A tenant must provide the Housing Authority no less than thirty (30) days written notice that they are moving.** (In order to move within the first year, a tenant must have written permission from their landlord to break the lease. Upon receipt of this documentation, the Housing Authority will process Mutual Recession of all Leases and Contracts, to be signed and dated by both landlord and tenant) The Housing Authority will lease up for first (1st) of month move-in's.)
2. **A "Request for Approved Tenancy" form for the new unit must be presented to this office, filled out, signed and dated by both tenant and the prospective landlord. The deadline to submit this form to the office is the 15th day of the month for first (1st) of following month move-ins.**
3. A Section 8 tenant's rent must be current and paid in full in order to transfer to another unit. A tenant must not owe any back rent or other monies to their current landlord or the Housing Authority. **Any monies owed must be paid in full before a tenant will be transferred.** A letter from the current landlord stating the tenant is in good standing will be required. Tenants also must not have any damages "beyond ordinary wear and tear" to their unit.
4. **The Housing Authority has no liability for Security Deposits, Damages or Vacancy Loss. The family is responsible for transferring all keys from the old unit to their previous landlord by the last day of the month.**
5. In order to transfer to another state, we will require the Housing Authority name and address, contact person's name, phone and fax number of where you will transfer.
6. If a tenant is currently living in Hamden with Section 8 Subsidy and wishes to transfer to another unit in Hamden, they must set up an appointment to come in, fill out paperwork, and sign a new voucher before new leases and contracts can be executed.

The Housing Authority office hours are Monday through Friday between 8:30 am and 4:30 pm and Friday 8:30 am to 3:00 pm. EMAIL: Section8Hamden@aol.com
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