

**Section 8 Housing Choice Voucher (HCV) Move Process  
Within Linn and Benton Counties**

**Step 1: Tenant Written Move Notification to Owner**

*Timeline: 30-60 (1<sup>st</sup> to end of month) prior to Move*

- 1) Tenants currently under their first year on Section 8 HCV are not eligible to move and should contact their case manager for additional questions.
- 2) The tenant or landlord must give a minimum of a 30 day written notice (1<sup>st</sup> to end of month). However, it is preferred that a 60 day notice is given. A copy of the notice will need to be submitted to our office.
- 3) The tenant and landlord should check with the landlord's current policy and lease regarding moving eligibility.
- 4) The case manager determines if the move is approvable.

**Step 2: Tenant Move Notification to Section 8**

*Timeline: 10-60 days*

- 1) Within 10 working days upon receipt of the move notification, the case manager will let the tenant and landlord know in writing whether or not the move is approved or denied.
- 2) If approved, the tenant will be sent documents to fill out and submit to our office to start the update process.
- 3) Case manager will send out any additional verifications that are required. When verifications are returned the case manager will determine eligibility and send tenant the Voucher.

**Step 3: Issuance of Voucher**

*Timeline: 60-120 days*

- 1) The tenant is sent the voucher to return to our office within 7 working days.
- 2) Once original voucher is returned, the tenant will receive the Move Packet envelope with all the instructions for the move process.
- 3) The voucher will be issued for 60 days to look for a unit. The tenant can request in writing prior to the voucher expiration date, an extension of their voucher not to exceed a total of 120 days.
- 4) The tenant selects a unit from the open market within their total voucher limits.
- 5) If the landlord is interested in renting the unit to the tenant, the landlord should screen the tenant as they would screen any non Section 8 HCV tenant for suitability of the unit.

**Step 4: Request for Tenancy Approval**

*Timeline: 1-120 days*

- 1) The landlord and tenant will complete and sign the Request for Tenancy Approval and Lead Paint Disclosure Form.
- 2) The tenant is responsible for returning the forms to the office.
- 3) The Request for Tenancy Approval must be submitted to our office before the voucher expires.

**Step 5: Request Approval and Inspection**

*Timeline: 3-45 days*

- 1) The Housing Services office determines if the tenant is income-eligible for the unit and that the rent is reasonable.
- 2) A tenant may not pay more than 40 percent of their adjusted monthly income towards the initial rent and utility allowance for the unit.

- 3) Housing Services inspects the unit to ensure it is in compliance with HUD's Housing Quality Standards. 1<sup>st</sup> inspection could take up to 14 days depending on the inspector's schedule.

**Step 6: Lease Addendum and HAP Contract Executed**

*Timeline: Owner has 30 day to return paperwork*

- 1) The Lease Addendum and HAP Contract will be executed and HAP payments will occur providing:
  - The unit passes HQS inspection.
  - The tenant has all required utilities turned on in their name.
  - The tenant moves in.
  - The landlord and tenant have signed the lease addendum and the landlord has signed the HAP Contract.
- 2) The first payment cannot be processed until all documents are signed by all parties and returned to our office. Processing the HAP payment can take 2-4 weeks.

Note: Please note that the timeframes provide above are approximates. The timeframes for steps may vary depending on when the Request for Tenancy Approval is returned by the tenant, inspections results, and other factors. At this time our office is not prorating rent subsidies.

If you have any additional questions about the Section 8 move process for Linn and Benton Counties, please contact the Housing Services office at (319) 286- 5872