

Transfer Request & Notice to Vacate

- No Housing Assistance Payment will be made after the Expected Move-Out Date, even if the participant remains in the unit, unless this notice is extended or cancelled.
- To extend or cancel this notice, both parties (owner/agent & participant) must notify FWHA in writing.
- Housing Assistance Payments will terminate when the participant vacates the unit or signs a lease for a new unit, even if it is before the Expected Move-Out Date.
- If the Expected Move-Out date is the 1st of the month, payments will not be made for that month. Otherwise, payments will be placed on hold beginning the 1st of the month following the expected move-out date.
- To move with continued assistance, the participant must submit this transfer request and receive FWHA approval BEFORE moving from the assisted unit.
- FWHA may deny a request to transfer during the initial lease term or if there is an unsettled debt with FWHA.
- If signed by both parties, this form represents a mutual lease termination and FWHA may approve a transfer based on this information, even during the initial lease term.
- Transfer approval takes approximately 10 business days. FWHA will inform the participant in writing of the decision and the next steps.

Expected Move-Out Date:		
If this date is left blank, payments will be placed on hold beginning the 1 st of the month following the submission of this form.		
Participant Name (Please Print)	Owner/Agent Name (Please Print)	
Participant Phone	Owner/Agent Phone	
Participant Signature	Owner/Agent Signature	
Date Signed	Date Signed	
Unit Address	City, State	ZIP
Participant Mailing Address (if different from unit)	City, State	ZIP

FAX _____