



Step-By-Step Relocation Guide

1. Submit a relocation request in writing to your housing counselor within 10 days of the date on your annual re-certification letter. You must also notify your landlord that you would like to relocate (in compliance with your lease agreement).
2. We will send an Affidavit of Damages to the landlord to verify compliance with the lease. The Affidavit also must verify that no money is owed to the landlord.
3. Once the housing counselor receives the Affidavit from the landlord, you will be notified by mail of your relocation appointment.
4. At the appointment, we will give you a relocation kit, which includes: your voucher, the amount your rent should not exceed based on your income, a request for tenancy form (RFTA) and payment standards. We will also remind you about GoSection8.com, a website that allows you to search for apartments that accept vouchers.
5. It is your responsibility to find a property where the rent does not exceed the **payment standard** for the number of bedrooms on your voucher. You and your new landlord will fill out the RFTA and either fax or email it to the FWHS inspections clerk for processing. The fax number is: 817-333-3621. The email address is: inspectiondept@fwhs.org.
6. Within 5-7 business days, the inspections clerk will check to make sure the property is affordable based on your income. If we see that it is affordable, we will move forward with the inspection process. If the property NOT affordable, the inspection clerk will notify the landlord to see if he/she is willing to lower the rent to the amount we consider affordable. If not, we will send you a new RFTA to fill out after you find another apartment.
7. Once your new unit passes inspection, we will send a move-in approval form to the landlord with the approved rent amount and move-in date. The landlord will let you know when you can move in. If the unit fails inspection, we will schedule a re-inspection after the required repairs are made.

PLEASE NOTE: Do not move in or sign a lease before receiving move-in approval from your landlord!

Do we want to make any of these forms downloadable?

