

Move Process

Participants in the Newton Housing Authority's (NHA) Housing Choice Voucher (HCV) program can transfer their assistance from one rental unit to another.

When a tenant locates a unit outside of the NHA's jurisdiction the tenant can transfer their assistance to the Housing Authority assigned to process the HCV program in the area. This process is called Portability. When a tenant chooses Portability, the move process and the steps may change as the new Housing Authority dictates the steps necessary to process a move.

A Move occurs when a current Section 8 / Housing Choice voucher holder(s) wish(es) to move to another apartment within the Newton Housing Authority's jurisdiction. There are five steps to the move process: Intent to Vacate, Income Recertification, Submitting the Request for Tenancy Approval (RFTA) packet, Unit Inspection, Executing a Lease, and Execution of the Housing Assistance Payment (HAP) Contract.

Once you have determined that you are ready to move, you can contact the NHA and request a Move Packet be mailed to you. The Move Packet includes the following information:

- Termination of Tenancy Form
- Income Recertification Paperwork
- New Unit Paperwork - RFTA

Intent to Vacate

Prior to moving out of your current unit, you must serve a notice to your current owner/landlord and to the NHA.

- At a minimum your vacate notice must comply with the requirements of your lease and must provide a minimum 30-day notice to the owner/landlord and to the NHA. A proper notice must:
 - Be a written notice addressed to the owner or landlord,
 - Include the actual move-out date, and
 - Be signed by the tenant.
- The NHA will review the notice to confirm your eligibility to move.
- You may not be eligible to move if you are still in a lease term, violated a family obligation, or owe the NHA money.
 - If your lease has not expired, but your landlord is willing to terminate the lease the NHA can provide you with a Termination of Tenancy form that can be used in lieu of a 30 day vacate notice.
- If you need an extension on your move-out date, you must submit a new written vacate notice to both the NHA and the owner/landlord. This request must be signed and dated by both the owner/landlord and participant.

If the family remains in unit after the effective move-out date, the family will be responsible for paying the full contract rent to the owner.

Income Recertification

Once you have located your unit the NHA will need to redetermine the correct level of subsidy for the unit you selected. This means you will need to complete an Income Review form. This form requests information about your household's income, composition, and other factors used to determine your ongoing eligibility for the unit. We will use this information to recalculate and adjust your rent and assistance payments. You will need to submit all of the requested information along with the RFTA in order for the NHA to process your move.

What documents are needed?

1. Income Review Form and supporting documentation completed in its entirety.
2. Proof of Income:
 - a. Earned income (4 Pay Stubs)
 - b. Benefits Received (Social Security, SSI, TAFDC, Unemployment, EBT, etc.)
 - c. Retirement benefit letter
 - d. For Owned Businesses / Contracted Services (1099's, IRS Tax Transcripts, Tax filings)
 - e. Child Support Statements (12 months print out)
3. Proof of Assets:
 - a. The last three statements from Savings accounts
 - b. The last three statements from Checking accounts
 - c. investment/retirement account statements
 - d. Whole Life Insurance account Information
 - e. Real Estate assessment
4. School enrollment Statement:
 - a. For adults, children over 18
 - b. Letter from Colleges, Trade schools, elementary and high School stating they are Full Time students and when they are expected to graduate.

Submitting the Request for Tenancy Approval Packet

The RFTA packet is the document that advises NHA which unit you would like to rent.

- When you request your move packet, you will also receive your RFTA packet.
- Once you find a unit you wish to rent, provide the packet to the owner or landlord of the property.
- You and the owner/landlord will complete the packet and both the owner/landlord and tenant will sign the packet.
- Once the RFTA packet is complete, it must be submitted to NHA for processing.
- Once the RFTA packet is received by NHA, we will review the information.
 - The NHA will make sure the unit is affordable for the household and the rent is reasonable.
- Upon approval of the RFTA packet, the NHA will request a New Unit Inspection be scheduled.

The NHA will only process one RFTA packet at a time.

Moves are effective on the 1ST of every month.

The RFTA must be returned by the 14TH of the previous month for a 1ST of the month move.

Inspections Process

NHA is required to perform a Housing Quality Standards (HQS) inspection of the new unit. HQS are the minimum standards a unit must meet in order to be assisted under the program.

For a copy of what the HQS inspector will be looking for when inspecting your unit please [click here](#).

The NHA uses PHI Inspections as our third-party inspectors.

If you need to contact them to cancel, reschedule, and/or to confirm an inspection the date and time of the inspection you can contact them by emailing email@phiinspections.com or calling (781) 257-2001.

New Contract Inspections

Once a Request for Tenancy Approval (RFTA) packet is received and reviewed, a New Unit Inspection will be scheduled.

- The owner/landlord will be contacted by PHI Inspections to schedule the inspection.
- The owner/landlord/authorized representative must be present at the inspection.
- We recommend the tenant/authorized representative be present at the inspection.
- The inspector will compare the unit to other comparable units.
- The inspection report summary will be provided during the inspection.
- If the unit does not pass, the landlord may contact the inspectors once all necessary repairs are completed to reschedule another inspection.
- If the unit does not pass after 30 days, the Unit/RFTA packet may be disapproved.
- At the time of the inspection, the unit should be move in ready.
- At the time of the inspection, all of the utilities should be turned on.
- At the time of the inspection, all appliances should be installed and in proper working order.

Executing a Lease

Once the NHA has been notified that the unit has passed inspection the NHA will contact the owner/landlord and request a Lease be executed with the tenant. During the initial lease term, the owner may not raise the rent to owner. The lease must contain the following information:

- HUD-52641-A HUD Tenancy Addendum: This form must be included in its entirety as part of the lease. (Word for Word) or be referred to as attachment on the body of the lease.
- The lease term must be a minimum of 1 Year.
- The lease must include the following information:
 - Names of the owner and tenant;
 - Unit address;
 - Term of the lease, including initial term and provisions for renewal;
 - Amount of monthly rent to owner;
 - Specification of what utilities and appliances the owner must supply and what utilities and appliances the family must supply.
 - The lease must include provisions for its renewal.

The lease must also include verbatim the HUD-prescribed tenancy addendum. The tenancy addendum can also be found in Part C of the HAP Contract for the Housing Choice Voucher Program. The tenancy addendum sets forth the tenancy requirements for the program and the composition of the household, as approved by the PHA. The owner must sign the lease and HUD tenancy addendum with the prospective tenant. The terms of the tenancy addendum prevail over any other provisions of the lease.

Executing a HAP Contract

Once the NHA receives the executed lease, with all of the required provisions as stated above, the owner will receive a Housing Assistance Payment contract.

The HAP contract is a written agreement between the PHA and the owner of a unit occupied by a housing choice voucher program participant. The HAP contract is HUD form that cannot be altered. Under the HAP contract, the PHA agrees to make housing assistance payments to the owner on behalf of a specific family leasing a specific unit.

Prior to the execution of a HAP contract, the PHA must ensure that the following program requirements have been met:

- Owner is eligible;
- Unit is eligible;
- Unit has been inspected and meets HQS;
- The Lease includes the tenancy addendum; and
- The rent charged by the owner is reasonable

Form HUD-52641 is the HAP contract for the housing choice voucher program. HUD requires NHA to use this form, and it cannot be modified.

The HAP contract contains three parts:

- Part A, Contract Information;
- Part B, Body of Contract; and
- Part C, Tenancy Addendum.