

## TRANSFER REQUEST REFERRAL

Participant's Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

eMail Address: \_\_\_\_\_

### CHOOSE ONLY ONE

**NO, I do NOT plan to move this year.**

**OR**

**YES, I do plan to move this year.**

**NOTE: If you failed to check YES or NO to the above question TCHAO will assume you are NOT moving. You will not be eligible to move until your next annual.**

My signature below is evidence that I understand the following:

- 1) **I must provide a copy of my current Lease at least 60 days or sooner prior to my Lease end date. You cannot start the transfer process unless your lease is submitted to TCHAO.**
- 2) **I cannot notify my landlord that I intend to move until I am issued a new voucher.**
- 3) I will not be given another voucher to move if:
  - a. I owe money to my current landlord for any reason and have not paid or made arrangements to pay, in writing. Agreement must be signed by landlord/manager and tenant; and/or
  - b. I have defaulted on a repayment agreement with TCHAO.
- 4) I cannot move until I receive approval in writing from Tarrant County Housing.

Additionally, either of the above may cause me to be terminated from the program.

\_\_\_\_\_  
Head of Household Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Household Name

\_\_\_\_\_  
Head of Household SSN

(Do Not Write Below this Line)

#### For TCHAO Use Only

**Are you Currently Under a Repayment Agreement? YES \_\_\_\_\_ NO \_\_\_\_\_**

**If so are your payments current? YES \_\_\_\_\_ NO \_\_\_\_\_**

**Port In YES \_\_\_\_\_ NO \_\_\_\_\_**

**Lease End Date: \_\_\_\_\_ Annual Recertification Date: \_\_\_\_\_**

**Approved:**

**Expected Move Date: \_\_\_\_\_**

**Counselor's Initials**

**Extra bedroom for Reasonable Accommodation YES \_\_\_\_\_ NO \_\_\_\_\_**

\_\_\_\_\_