**THE STEPS FOR MOVING**

**Write a 60-Day Notice to Vacate:**

*The tenant must draft a written notice informing the landlord about their intention to move out. This notice should be given at least* ***60 days*** *in advance of the desired move-out date. This allows the landlord sufficient time to find a new tenant and your new unit paperwork to be processed and inspected.*

**Notice Period Timing:**

*The notice period should start from the 1st of the month and extend until the end of that month. For example, if you provide notice on May 15th, your notice period would extend from July 1st to July 31st.*

**Sign the Notice:**

*The tenant and the landlord must sign the notice to confirm that both parties know the move-out date and other details. This signature acknowledges the agreement between the tenant and the landlord regarding the move-out process.*

**Submit Notice to Section 8 Department:**

*The signed notice should be submitted to the Section 8 Department. This step should be completed before or by the 1st of the month when the notice period begins.*

**Receive Moving Paperwork:**

*After the notice has been submitted and processed, the tenant will receive moving paperwork from the housing authority. This paperwork will include instructions, guidelines, and forms required for the move-out process.*

**Ensure Rent and Utilities Are Paid:**

*Before moving out, it's essential to ensure that all outstanding rent and utility payments are up to date. This includes paying rent for the notice period and ensuring utility bills are settled.*

***If you have any further questions regarding the moving process,***

***please contact the Section 8 Department at 724-434-2100.***