

Neighborhood Services  
 City of Tyler  
 900 W. Gentry Pkwy, Tyler, TX 75702  
 Phone # (903) 531-1303  
 Fax # (903) 531-1333

## NOTICE TO MOVE

*(30-day notice. Date MUST be the last day of the month)*

THIS IS NOTICE IS TO INFORM YOU THAT I, \_\_\_\_\_ AM GIVING YOU ADVANCE  
*(First & Last Name)*

NOTICE TO VACATE MY PRESENT UNIT AT \_\_\_\_\_ . I WILL HAVE  
*(Your Current Address)*

ALL MY PERSONAL BELONGINGS OUT OF THE UNIT AND FURNITURE OFF OF THE PREMISES AS OF  
 \_\_\_\_\_ . THIS DATE WILL ALSO SERVE AS MY MOVE-OUT DATE AS WELL AS  
*(Month/ Day/ Year)*

THE EFFECTIVE DATE OF THE TERMINATION OF THE EXISTING HOUSING ASSISTANCE PAYMENT  
 CONTRACT *(owner HAP)*. MULTIPLE REQUESTS TO VOID THIS NOTICE WILL NOT BE APPROVED.

**BEFORE COMPLETING YOUR MOVE, PLEASE BE AWARE OF THE FOLLOWING INFORMATION:**

1. Provide a **signed copy of this notice** to your landlord in accordance with your lease.
2. You must be sure you have completely cleaned the inside/outside of your unit, including the stove, refrigerator, floors, closets, and remove all trash and debris. **This is your responsibility.**
3. If any repairs need to be made, be sure to do this before you move out. **You are responsible for any negligence and any damage caused during your tenancy.**
4. If the agency receives information regarding balances owed to the owner after moving out of the unit, the debt must be resolved prior to the agency issuing a voucher, performing inspections, executing a HAP contract with the owner, and/or remitting portability payments to other housing agencies.

**ATTENTION:**

*The agency will not authorize moves or portability 1) if the family is in violation of a family obligation, owes money to the agency and/or existing owner, has moved out of its assisted unit in violation of the lease, or 2) without the required, completed forms and documentation. The agency requires completion of this form **AND** a copy of your most recent lease for review and approval prior to any issuance of voucher or housing payments to an owner or agency.*

**My signature below indicates that I understand all instructions and terms listed in this Notice to Move form.**

\_\_\_\_\_  
 Signature of Tenant

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Landlord/ Owner

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name of Landlord/ Property Management

# Move & Port Requests

It is the responsibility of the voucher holder to obtain all required information to complete the forms relating to moves and portability. Tyler Housing Agency **will not authorize moves or portability requests** 1) if the family is in violation of a family obligation, owes money to the agency and/or existing owner, has moved out of its assisted unit in violation of the lease, or 2) without the required completed forms and documentation.

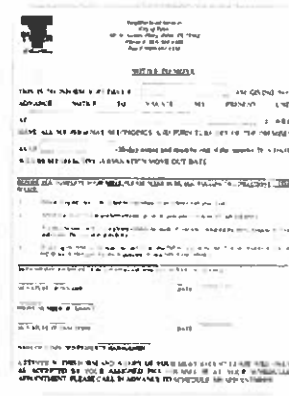
## Before moving or porting your, please ensure that you have:

- The necessary funds required for all deposits.
- A general idea of where you would like to relocate and reside.
- Prepared to move from your current unit on the date you state on the Notice to Move Form.
- Received authorization from the agency prior to moving into your desired unit.
  - A unit that has passed an inspection is not an automatic approval by the inspection division or the agency to move into the unit.

## MOVES-

Please follow the steps below if you have chosen to move from your current unit:

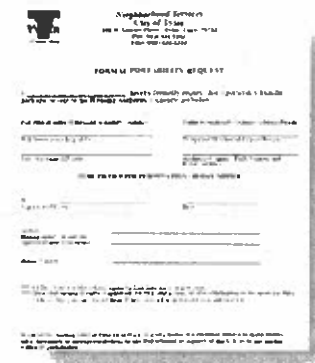
- Attend a move/port briefing at Neighborhood Services (Tyler Housing Agency), as specified.
- Check with your landlord to inquire about the last date of your lease ending.
  - You **MUST** provide a copy of your lease to the agency (along with a completed **Notice to Move Form**)
- Submit a completed 30-day **OR** 60-day **Notice to Move Form** (based on the requirement of each individual landlord).
  - The move-out date will **ALWAYS** be the last date of the month.
  - The form must be completed, signed, and dated by both you and the owner.

A form titled "NOTICE TO MOVE" from the Neighborhood Services, City of Tyler, Texas. It includes fields for tenant name, address, unit number, and move-out date. There are checkboxes for "30-DAY NOTICE" and "60-DAY NOTICE". The form also contains a section for the landlord's signature and date, and a section for the tenant's signature and date. A disclaimer at the bottom states that the form is not a contract and that the tenant is responsible for providing accurate information.

## PORTS-

Please follow the steps below if you have chosen to port your voucher to another jurisdiction:

- You are required to submit the following forms:
  - **Portability Form**, completed, signed, and dated by the voucher holder, **AND**
  - **Notice to Move Form**, signed and dated by both you and the owner
- Move-in dates cannot be changed once the agency executes a Housing Assistance Payment (HAP) contract with the owner, based on nonpayment of deposits, security deposits, pro-rated tenant portions, etc.

A form titled "PORTABILITY FORM" from the Neighborhood Services, City of Tyler, Texas. It includes fields for the tenant's name, address, and the jurisdiction to which the voucher is being ported. There are checkboxes for "30-DAY NOTICE" and "60-DAY NOTICE". The form also contains a section for the tenant's signature and date, and a section for the owner's signature and date. A disclaimer at the bottom states that the form is not a contract and that the tenant is responsible for providing accurate information.

If you have any additional questions, please do not hesitate to contact the agency through email [nbsportability@tylertexas.com](mailto:nbsportability@tylertexas.com), phone (903) 531-1303, or fax (903) 531-1333.