



Plano Housing Authority

REQUEST FOR RELOCATION (MOVING)

Your counselor must receive your completed notice to vacate form and a request for relocation (moving) form in order to prepare your voucher for the moving briefing. If you owe your landlord for rent, your request to relocate will be denied. If you owe your landlord for damages, you may attend the briefing and receive your voucher but your ability to move will be suspended until all debts are paid.

Plano housing authority conducts a moving briefing every third Wednesday of the month at 9:00am at Plano Housing Authority (except December).

Return the completed form in person, mail, email or fax to 972-516-0251. If you have any questions, contact your counselor at 972-423-4928 or by email. When your counselor approves your request for relocation, you will be required to attend the moving briefing to receive your new voucher. Remember once you sign a lease, it is a binding contract between you and your landlord.

NAME: _____

ADDRESS: _____

CITY _____ ZIP _____

PHONE NUMBER: _____ ALT. PHONE: _____

EMAIL: _____

MY CURRENT LEASE ENDS ON THIS DATE: _____

BRIEFINGS FOR 2017: JAN 18___ FEB 15___ MAR 15___ APR 19___
 MAY 17___ JUN 21___ JUL 19___ AUG 16___
 SEP 20___ OCT 18___ NOV 15___

Tenant Signature _____ Date _____

Counselor Signature _____ Date _____

PHA Mgmt. Signature _____ Date _____