



# 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 2018:    JAN 17\_\_\_    FEB 14\_\_\_    MAR 21\_\_\_    APR 18\_\_\_  
                                  MAY 16\_\_\_    JUN 20\_\_\_    JUL 18\_\_\_    AUG 15\_\_\_  
                                  SEP 19\_\_\_    OCT 17\_\_\_    NOV 21\_\_\_

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

PHA Mgmt. Signature \_\_\_\_\_ Date \_\_\_\_\_