



# 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 2019:    JAN 16\_\_\_    FEB 20\_\_\_    MAR 20\_\_\_    APR 17\_\_\_  
                                 MAY 15\_\_\_    JUN 19\_\_\_    JUL 17\_\_\_    AUG 21\_\_\_  
                                 SEP 18\_\_\_    OCT 16\_\_\_    NOV 21\_\_\_

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

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

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