

**Tenant Request to Transfer to Another Housing Authority**

Housing Authority of the City of Waterbury

2 Lakewood Road

Waterbury, CT 06704

(203)596-2650

Tenant Name \_\_\_\_\_

Tenant Telephone Number \_\_\_\_\_

Tenant Email Address \_\_\_\_\_

**Criteria to follow in order to request a transfer to another Housing Authority:**

- You MUST give proper notice to your current landlord of your intent to vacate. Your notice should be signed by both you and your landlord with the date of move out. A copy forwarded to this office.
- You MUST NOT have an outstanding claim against you – (Termination, Notice to Quit, Repayment Agreement, etc.)
- You MUST be in good standing with your current landlord – (Rent paid in FULL, No damages to unit, etc.)

**If criteria from above is followed the tenant must supply information listed below: If all information is not supplied it will cause a delay in your papers being sent:**

**Where would you like your Section 8 Housing Choice Voucher to be sent?**

Full Name of New Housing Authority \_\_\_\_\_

Full Address of New Housing Authority:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number of New Housing Authority \_\_\_\_\_

Fax Number of the New Housing Authority \_\_\_\_\_

Email Address for Contact Person \_\_\_\_\_

Contact Person at New Housing Authority \_\_\_\_\_

**Tenant MUST bring ALL current income for ALL family members**

**\*\*Income verification should not be more than 2 months old (60 days)\*\***

**I understand that the following information was supplied in order to determine if I may be transferred to the jurisdiction I have chosen.**

**This does not guarantee that I will be transferred. I will be notified whether my paperwork was transferred or if it was denied.**

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