



Baltimore Regional  
Housing Partnership

2017

# Request to Move Application

BALTIMORE HOUSING MOBILITY PROGRAM

Baltimore Housing Mobility Program | 20 South Charles Street, Suite 801 | Baltimore, Maryland | 21201

The Baltimore Regional Housing Partnership is an equal housing opportunity provider.



REV110617



# Request to Move Application Instructions

If you want to move from your current assisted unit with the Baltimore Housing Mobility Program, you must submit a **REQUEST TO MOVE APPLICATION** at least **150 to 180** days before the date you plan to move.

You must get approval to move from the Program **BEFORE**:

- giving your landlord notice
- moving out of your unit

## Checklist



Use this checklist to keep track of each item you need to do. This will help you avoid having your application returned or delayed for not being complete.

- The Head of Household (HOH) **must** fill in and sign the **REQUEST TO MOVE APPLICATION**, pages 1-2.
- You **must** submit a copy of your current lease with the **REQUEST TO MOVE APPLICATION**.
- If applicable, you **must** submit a copy of the **NOTICE TO VACATE / NON-LEASE RENEWAL**.
- Mail or bring the completed form and required documents to the Baltimore Regional Housing Partnership, 20 S. Charles Street, Suite 801, Baltimore, MD, 21201. Office hours are Monday through Friday 8:30 am to 5:00 pm.

## Other Requirements

### 1. Attend a Mover's Workshop

At the group workshop, you will learn about moving with BRHP. You will also meet with a housing counselor to review:

- Your lease
- Your BGE bill
- Notice to your landlord
- The walk-through with your landlord
- Planning and saving for the security deposit and other moving expenses

## 2. Attend a Voucher Briefing

You must attend to get your voucher to move. Voucher Briefing will be about 6 to 8 weeks before your move or lease end date.

## General Information

BRHP **may deny a move** due to the following:

- If you are not current on rent, BGE or water bill payments
- You do not allow BRHP or the landlord to inspect or repair the unit at a reasonable time during the day and after reasonable notice
- If the family is responsible for a violation of the Housing Quality Standards
- If the family commits any serious or repeated violation of the lease, including any drug related or violent crime
- If you owe the Program money for any reason

For more information, or if you are disabled and need assistance, call 410-223-2222.



## WARNING

- You must get approval from BRHP before moving out of the unit.
- Only give your landlord notice after you have approval to move from BRHP.
- You must give the landlord notice in accordance with the terms of your lease before moving out of the unit.
- Failure to give notice to either BRHP or the landlord is a violation of the Program's OBLIGATIONS OF THE FAMILY.
- You must not move out of your assisted unit without a new Housing Choice Voucher.
- **The Program will deny or terminate your housing assistance if you fail to comply.**

# REQUEST TO MOVE APPLICATION

Baltimore Housing Mobility Program

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## Head of Household Information

Fill in the required information for the Head of Household.

Name		
Address		
City	State	Zip Code
Phone	Cell Phone	
Email		
Social Security #	Date of Birth	

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## Reason for the Request to Move

Check the reason(s) why you want to move.

- |   |   |
|---|---|
| <input type="checkbox"/> Closer to employment             | <input type="checkbox"/> Rent increase                      |
| <input type="checkbox"/> Closer to medical facility       | <input type="checkbox"/> Small unit – family size change    |
| <input type="checkbox"/> Continuing maintenance issues    | <input type="checkbox"/> Transportation – no vehicle        |
| <input type="checkbox"/> Landlord did not renew lease     | <input type="checkbox"/> Transportation – public            |
| <input type="checkbox"/> Landlord selling unit            | <input type="checkbox"/> Uncomfortable with school district |
| <input type="checkbox"/> Landlord – tenant relationship   | <input type="checkbox"/> Neighborhood racial issues         |
| <input type="checkbox"/> Landlord foreclosure             | <input type="checkbox"/> Crime                              |
| <input type="checkbox"/> Larger unit – choice             | <input type="checkbox"/> Isolation                          |
| <input type="checkbox"/> Larger unit – family size change | <input type="checkbox"/> Other                              |

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## Other Information

Use this space to tell us any other information about the reason you are requesting to move.

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**Area of Interest**

Check the area where you are interested in moving. Check porting out of the Baltimore region if you plan to move out of state.

- Anne Arundel Co.   
  Baltimore Co.   
  Carroll Co.   
  Harford Co.   
  Howard Co.  
 Baltimore City   
  Porting out of the Baltimore Region

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**Lease End and Move Date**

Fill in the date for each. Check one to tell your lease term.

Lease End Date	__ / __ / __ __	Planned Move Date	__ / __ / __ __
Lease Term	<input type="checkbox"/> Month to Month	<input type="checkbox"/> Year to Year	

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**Required Signature**

I understand that if BRHP approves my request to move, it may take up to 150 to 180 days before BRHP issues my voucher.

I understand that I must tell my landlord of my intent to move within the time stated in my lease.

I understand that I must have approval to move from the Baltimore Regional Housing Partnership before I give my landlord notice of my intent to move.

**I understand that BRHP will terminate my housing assistance if I move out of my unit before I have a new Housing Choice Voucher.**



Signature of Head of Household

Date

