



2020

Request to Move Application

BALTIMORE HOUSING MOBILITY PROGRAM



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 and current utility bills with no past due balance with the REQUEST TO MOVE APPLICATION.
- If applicable, you **must** submit a copy of the NOTICE TO VACATE / NON-LEASE RENEWAL.
- Mail, bring, or email 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 or Move-Request@BRHP.org.

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 utility bills with no past due balance (BGE, Water)
- Notice to vacate that was submitted 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.

Baltimore Housing Mobility Program

- 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.**

DETACH AND KEEP THIS PAGE FOR YOUR REFERENCE

REV022620

REQUEST TO MOVE APPLICATION

1

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	

2

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 |

3

Are you current on your rent and utilities? (This information will be verified). Yes No

4

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

REQUEST TO MOVE APPLICATION

5

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	

6

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. Please submit completed form and required documents to Move-Request@BRHP.org.



Signature of Head of Household

Date