

MOVING CAN BE AN EASY EXPERIENCE IF YOU FOLLOW THESE SIMPLE STEPS.

TIPS FOR FINDING THE BEST HOUSING POSSIBLE;

- ✓ CHECK THE AREA YOU ARE CONSIDERING MOVING INTO.
- ✓ CONTACT THE LOCAL POLICE DEPARTMENT TO FIND OUT WHAT TYPE OF NEIGHBORHOOD IT IS.
- ✓ TRY TO SPEAK TO SOMEONE WHO LIVES IN THAT AREA.
- ✓ CHECK THE LOCAL SCHOOLS, PARISHES, CHURCHES, ETC.
- ✓ FIND OUT ABOUT PUBLIC TRANSPORTATION, HOSPITALS, SUPERMARKETS, PHARMACIES, PLAY AREAS, ETC.

DO SOME HOMEWORK BEFORE YOU DECIDE TO MOVE. IT CAN ASSIST YOU IN FINDING "A GOOD PLACE TO LIVE"

Montclair Housing Authority

Housing Choice Voucher Program

205 Claremont Avenue,
Montclair, NJ 07042
Tel: 973-509-4959/4936

MontclairHousing.org



An Equal Housing Opportunity

WANT TO MOVE... HERE'S WHAT TO DO

Step 1

Give your current landlord thirty days written notice. Be sure to also give Montclair Housing Authority (MHA) a copy as well.

Step 2

Request MHA to send your landlord the "Landlord Approval of Tenant Move-out" form. Landlord and tenant must complete and return to MHA.

This must be done before MHA approves for you to move.

Step 3

Once MHA receives your thirty-day notice and the completed tenant move-out form, we will then accept a completed Request For Tenancy Approval (RFTA) Form from your prospective landlord. The RFTA must be completed and submitted to MHA in its entirety by the prospective landlord as well as all the required documents.

If the unit passes inspection prior to the 15th of the month, and all necessary documentation regarding your household income/composition has been submitted, we will be able to process the lease-up for the following month.

*MHA only leases on the
1st day of the month.*

PLEASE NOTE:

Verification of income and a completed RFTA must be submitted no later than the 10th of the month and all inspections must pass no later than the 15th of the month prior to the anticipated lease up. If all necessary documents are not completed and submitted by their respective deadline, we will not enter a HAP contract on the anticipated date.

If the 10th is a weekend or a Holiday, submissions must be received the business day prior. NO EXCEPTIONS.



VACATING AN ASSISTED UNIT

When you vacate a unit be sure to leave the unit in move-in condition. **DO NOT** leave debris or trash in, at, or around the unit. The unit must be broom clean. The stove, counters, refrigerators, sinks, toilets, tub/shower, and closets must be cleaned. Damage caused by your household must be repaired prior to moving. Damage caused by your household is **YOUR** responsibility.

Security Deposits

Participants of the Housing Choice Voucher (HCV) Program are responsible to pay security deposits in the amount as requested by the landlord (max 1½ month's rent). The HCV Program is in no way responsible for paying security deposits or broker's fees.

Moving out of Montclair? "Portability"

Follow the same moving instructions, then contact the Housing Authority in the jurisdiction that you are planning to move to. Request and complete the "Portability Request Form" from MHA. The completed form will provide our office with the necessary information to send your file to the correct jurisdiction.

Each Housing Authority will have different deadlines for families porting into their jurisdiction; therefore, it is your responsibility to assist in making your move to their area as smooth as possible.