

Moving to Another Unit within Arlington, Texas

Please follow the process below:

Request to Move Process

- Arlington Housing Authority (AHA) requires a 60-day notice to begin move processes.
- You must notify the AHA in writing of your request to move by submitting a completed Request to Move form and a copy of your most recent lease.
- You must provide your landlord at least a 60-day notice prior to the end date of your lease.
- AHA will review the documents and will issue you an Intent to Move Notice. You will have 10 days from the issue date to complete and return to the AHA.
- If the Intent to Move Notice is incomplete or not returned to the AHA by the deadline, you may be required to restart the move process.
- You must move out of your unit by the date printed on the Intent to Move Notice form.

Damages, Delinquent Rent/Utilities, or Other Amounts Owed

- AHA will contact the landlord to verify information on the form.
- If you owe for damages or rent, the move process will be stopped immediately.
- You may not be allowed to move, with continued housing assistance, until the debts(s) are paid in full or until a payment arrangement has been made between you and the landlord.
- If a payment agreement is arranged, a copy must be provided to the AHA.

Voucher, Rent Estimator, and Request to Move Packet

- If determined eligible, you will be emailed the following:
 - Housing Choice Voucher - with a 60-day search time.
 - Rent Estimator – including the maximum amount of rent the family is allowed to lease.
 - Request for Tenancy Approval Packet (RFTA) – you and the potential landlord must complete the packet and return it to AHA so an inspection of the unit can be scheduled.

Note: The unit must pass Housing Quality Standards inspection, and a Housing Choice Voucher Contract must be completed by AHA prior to the family moving into the new unit.

Move Process Cancellation

- If you no longer wish to move, the landlord must complete the “Not Moving, Not Porting” form and provide to the AHA.