

MEXICO HOUSING AUTHORITY

PO Box 484 • 828 Garfield Avenue • Mexico, Missouri 65265 Phone: (573) 581 - 2294 • Fax: (573) 581-6636 • www.mexicoha.com

REQUEST OF PORTABILITY OUT OF THE MEXICO HOUSING AUTHORITY JURISDICTION

Full Name: _____

Social Security Number: _____

Day Phone #: _____

Current Address: _____

Current lease ends on: _____ and I have given my current landlord the required 30 days notice to vacate. (Signature required by landlord on the back of this form)

I am requesting my voucher to be transferred to:

Name of Housing Authority: _____

Address of Housing Authority: _____

City, State, Zip: _____

Contact Person: _____

Email: _____

Phone Number: _____

Fax Number: _____

I understand that:

Please initial each statement below:

_____ I must contact the receiving housing authority and schedule an income portability orientation appointment and attend that orientation.

_____ I must follow the receiving housing authority's policies and procedures.

_____ The Mexico Housing Authority has issued a voucher for the term of 90 days.

_____ I should be prepared to provide to the receiving housing authority copies of birth certificates, social security cards, a picture ID (for all members 18 and over), as well as income verification.

Client Signature: _____ Date: _____

"If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the housing

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Vacate Notice to Landlord

I am hereby giving my current landlord and Mexico Housing Authority the required written 30 day advance notice to vacate due to a transfer to another unit. I certify that I will have all of my rent paid and my possessions removed from the unit on or before the vacate date noted below.

Vacate Date: _____

Tenant Signature _____ Date _____

Landlord Signature _____ Date _____