



MEXICO HOUSING AUTHORITY



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

REQUEST TO TRANSFER FOR SECTION 8

Full Name: _____

Social Security Number: _____

Day Phone #: _____

Current Address: _____

Current lease ends on: _____

Unit address of transfer: _____

Landlords Name: _____

Price of Unit: _____

I understand that:

Please initial each statement below:

_____ I will not be able to move until my current and/or initial lease expires.

_____ I must give my current landlord a 30-day written notice of vacancy and bring a copy of this to the MHA office. (Form attached on back side)

_____ The unit must pass HQS inspection and be approved by MHA before I may transfer to the unit. (attached RAFTA and lead agreement must be completed by the new landlord and returned to MHA in order to schedule an inspection)

_____ I must bring MHA proof of all current income/asset verification when returning this form.

Failure to complete the above may result in the delay or denial of your transfer request.

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 authority.”

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 _____