

Transfer Procedure for Tenants

- Tenant may only voluntarily move once within a 12 month period.
- Tenant must provide landlord minimum of 30 day notice and send copy of notice to Anaheim Housing Authority (AHA).
- Tenant may not move out before the termination date on the notice to move.
- If tenant received 90 day notice to move from landlord, but tenant wishes to move out before that date, tenant must issue a 30 day notice to the landlord.
- The Request for Tenancy Approval (RTA) packet and the voucher will be issued to tenant upon AHA receiving copy of proper notice to move.
- AHA requires outstanding issues to be resolved with current landlord before authorizing lease up in a new unit. (For example, rent payments must be up to date; the unit must be cleaned; units must be left in proper condition without damages etc.). **Even if you have moved in to a new unit, and the AHA is notified of outstanding issues, the contract may be cancelled.**
- The tenant is legally in possession of the unit until the keys have been returned to the landlord. AHA recommends that all tenants conduct a final walk-through inspection with landlord. AHA does not conduct move out inspections, and does not cover the cost of damage repair.
- The tenant must receive approval from his/her assigned Housing Specialist before moving into the new unit. Housing Inspectors *do not* authorize move-in dates.
- Inspection completion: for unit in Anaheim, the *estimated* time frame is 5-10 business days. For units located outside of Anaheim, the estimated time is 10-15 business days.