

Request to Move Information

If you are desiring to move, first complete the attached form. Once the form has been returned, it will be forwarded to our Leasing Department. Within 10 days, the Department will contact you via email or by phone *if there is no email address available* to provide you a link for a virtual voucher issuance briefing. During the briefing, you will be instructed on the new process for moving, including how to search for a unit. You will have an opportunity during the briefing to ask any questions. The unit listing has been temporarily disabled due to maintenance on the website.

After attending the briefing, you will be assigned a Move Specialist who will issue your voucher and move packet. This would be the person you would bring any questions or concerns to regarding the move process. Your rental specialist will be available for any recertification questions or concerns. I do not suggest you give notice to vacate to your landlord until you attend and receive your voucher.

Please keep in mind, if you receive notice of your recertification during the move process or after you have moved, you are still required to complete the recertification. This is because your annual renewal date does not change, although you have changed units.

At this time, you must report any changes regarding your household composition, income/ asset to your rental specialist within 10 days of the change. Your qualification for a unit will be determined by the information currently in our database.

As you prepare to move, be mindful of moving expenses such as security deposits, movers, truck rental, etc.

The Leasing Department

Please note that you can ask for a reasonable accommodation to use HAPGC's housing or services. This can include auxiliary aids or services, materials in an alternative format, or help in completing paperwork or changes to your housing based on your disability. Contact the 504 Coordinator at (301)883-5576 or email dhcd-504@co.pg.md.us for assistance.



Jessica G. Anderson-Preston, Executive Director

Yolanda L. Hawkins-Bautista, Chair — Board of Commissioners

Request to Move/Transfer to another Housing Authority

Participant Information

Note: You will receive an invitation via email to attend a virtual voucher briefing (please provide an email address)

Date: _____

Full Name: _____

Current Address: _____

Street Address _____ Apartment/Unit # _____

City _____ State _____ ZIP Code _____

Daytime Phone: _____ Alternate Phone: _____

Email _____

Reason for Move _____

Date You Intend to Move from Current Unit _____

Are you requesting to port (transfer) to another Housing Authority? ☐ Yes ☐ No

New Housing Authority Information

(Only complete this section if you are transferring to another Housing Authority, otherwise leave it blank)

Name: _____

Address: _____

Telephone: _____ Fax: _____

Contact Name: _____ Email: _____

Important Information

Note: Moving requirements must be met before you can move to another unit or transfer to another Housing Authority.

	Yes	No
Have you given your current Landlord proper notice to vacate?	<input type="checkbox"/>	<input type="checkbox"/>
Are you in good standing with your current Landlord?	<input type="checkbox"/>	<input type="checkbox"/>
Are you in good standing with the Housing Authority of Prince George's County?	<input type="checkbox"/>	<input type="checkbox"/>
Are you being evicted from your current unit?	<input type="checkbox"/>	<input type="checkbox"/>
Have you given the Move Specialist your notice to vacate signed by the Landlord?	<input type="checkbox"/>	<input type="checkbox"/>

Signature: _____ Date: _____

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