



## Request To Move

Participant Information			
Participant Name ( <i>print</i> )			Last Four of SSN
Email			
Home Phone		Cell Phone	
Current Address			
City		State	Zip
Owner Information			
Owner Name ( <i>print</i> )			Email
Home Phone		Cell Phone	
Current Address			
City		State	Zip

### If you are requesting to move prior to the end of your lease, please fill out this section.

Early Release requests will not be granted to individuals in the first year of their lease unless the reason qualifies under Fair Housing requirements or Opportunity Home San Antonio HQS Landlord termination. Valid supporting documentation is required for your early release request. **Please note that a Recertification Packet must be submitted with your Request to Move, or your early release request will be denied.**

If you are requesting an early release from your current lease, please write a brief explanation of your reason:

### Please indicate the documentation you have to support your request (check all that apply):

☐ Police report   ☐ Copy of the Judgment\*   ☐ Letter Statement(s) from a knowledgeable professional   ☐ Other

\*Note that a copy of the judgment will only be accepted if obtained through the appeals process in court.

To move without penalty, you must first provide your landlord with a written notice and obtain their agreement as required by your lease. In addition, you must receive written approval from Opportunity Home before moving out or vacating the unit. **Do not vacate the unit until you have received approval.**

### Effective Date of Lease Termination

If you submit an updated Request to Move Form and the new effective lease termination date is **60 days past the initial lease termination date**, you must resubmit a Request for Tenancy Approval for the current unit. It is further agreed that the Housing Assistance Payments (HAP) being paid to the owner under this HAP Contract will cease as of the above effective date. If the participant remains in the unit, **the participant is responsible for payment of contract rent in full beyond the effective date.** By signing, the owner acknowledges that a claim for vacancy loss or damages may not be filed with Opportunity Home; this does not apply to owners in the Moderate Rehabilitation and Project-Based Voucher programs.

By signing below, we, the above named **participant** and **owner**, hereby mutually agree to terminate the lease for the property occupied by the participant. The participant and owner must sign and submit a **Request to Void Move** if the participant wishes to cancel this request.

Participant Signature	Date
Owner Signature	Date