

Housing Authority of Grayson County

1708 W. Houston Street, Sherman TX 75092

Phone 903 892 8717 Fax 903 868 2649

REQUEST FOR RELOCATION (MOVING)

YOUR COUNSELOR MUST RECEIVE YOUR COMPLETED NOTICE TO VACATE FORM AND A REQUEST FOR RELOCATION (MOVING) FORM IN ORDER TO PREPARE YOUR VOUCHER FOR THE MOVING BRIEFING. IF YOU OWE YOUR LANDLORD FOR RENT, YOUR REQUEST TO RELOCATE WILL BE DENIED. IF YOU OWE YOUR LANDLORD FOR DAMAGES, YOU MAY ATTEND THE BRIEFING AND RECEIVE YOUR VOUCHER BUT YOUR ABILITY TO MOVE WILL BE SUSPENDED UNTIL ALL DEBTS ARE PAID.

WHEN STAFF APPROVES YOUR REQUEST FOR RELOCATION, YOU WILL BE REQUIRED TO ATTEND THE MOVING BRIEFING TO RECEIVE YOUR NEW VOUCHER. REMEMBER ONCE YOU SIGN A LEASE, IT IS A BINDING CONTRACT BETWEEN YOU AND YOUR LANDLORD. RETURN THE COMPLETED FORM IN PERSON, MAIL, EMAIL OR FAX TO 903 868 2649. IF YOU HAVE ANY QUESTIONS, CONTACT STAFF AT 903 892 8717 OR BY EMAIL.

NAME: _____

ADDRESS: _____

CITY _____ ZIP _____

PHONE NUMBER: _____ ALT. PHONE: _____

EMAIL: _____

MY CURRENT LEASE ENDS ON THIS DATE: _____

Tenant Signature _____ Date _____

Counselor Signature _____ Date _____

PHA Mgmt. Signature _____ Date _____