



Pierce County
Housing Authority

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General Relocation Procedures

1. **Submit your written request to relocate.** This notice should be submitted to the Housing Authority at least 30 days prior to your intended move out date to allow time for paperwork to be processed and sent to you.
2. **Relocation packet received.** Once your paperwork has been completed it will either be mailed or if requested, available for pick up at the front office.
 - a. The packet requires you to sign and return the following items promptly:
 - ✓ Voucher – issued for 120 days
 - ✓ Estimated Housing Assistance Payment sheet-breaks down of the maximum rent you are qualified for based on the current income and household composition on file.
3. **Next, submit a completed Request for Tenant Approval.** This packet is 16 pages and has your name written across the top in a brightly colored sharpie. This packet must be completed by the landlord and signed by both parties. The RFTA must be returned to PCHA office as soon as possible and prior to expiration of voucher. Fax, mail, email and hand delivery are all acceptable.
4. **Scheduling the Unit Inspection**
 - a. Once received, the Request for Tenancy Approval is first reviewed for completeness and to ensure the rent does not exceed the allowable maximum rent amount by your Housing Specialist.
 - i. In the event that the RFTA cannot be approved, you will be contacted by your Housing Specialist to obtain a new RFTA.
 - b. Inspection of unit may take anywhere from 10-15 working days once the RFTA is approved. The Inspector will contract Property Management directly to schedule the initial inspection.
 - c. If unit does not pass, the owner will be notified of deficiencies and ask to notify the inspector for re-inspection as soon as corrections are made. *NOTE: assistance cannot commence until the date the unit passes inspection, or the date the tenant takes possession of the unit, whichever date comes later.*
5. **If unit “PASSES” the inspection**
 - a. Inspector will inform management the unit has passed the day of inspection if they are in attendance.
 - b. Inspector then completes rent reasonableness assessment (approximately 2 business days)
 - c. Landlord must supply the Housing Authority a copy of an executed lease to begin the move in process.
 - d. Once the lease is received the Housing Specialist will complete full calculations determined how much the tenant pays and how much the Housing Authority will pay (approximately 5 working days)

***In the event that a tenant moves in before the unit passes inspection, they will be fully responsible for any amount accrued. The Housing Authority cannot pay on a unit that has not passed inspection.*
6. **HAP Contracts & Tenancy Addendum**

Your Housing Specialist will now complete your move in, pro-rate with lease addendum and first month's rental information. HAP contracts are issued at the same time by the Landlord Liaison and will be mailed/emailed to the Landlord to be signed and returned to the office within 60 days from

the start date of the HAP contract. *Any discrepancies or corrections such as utility responsibilities, rent amounts, etc. should be noted before signing and returning the contracts.* Once signed contracts and leases are returned to the office the file will be audited by your Housing Specialist.

NOTE: During this time it is important to make sure you and your landlord are in contact with the Housing Authority to make sure that any corrections or signatures that have been requested are completed and returned promptly.

7. Beginning Housing Assistance Payments

Your file is now routed to the finance department. The Finance Department will process the payment to the Landlord via direct deposit. The tenant's portion is to be paid directly to the Landlord per your lease agreement requirements. Payments will be processed based off a schedule pre-determined by the Finance Department.

If the tenant has a utility reimbursement (UAP), the same procedures on (line 6) will be processed for the tenant as well. *The Housing Authority does not pay utility bills for the tenant, the tenant will receive a Utility Allowance Payment (UAP) via direct deposit or check card from PCHA. Payment must then be made directly to the utility company.*

*****NOTE: Because of the procedures above the landlord's first check from the Housing Authority takes time. However after the initial procedures have been completed, the future checks to the landlord will go out on or around the first week of each month and should not experience the lengthy delay. Failure to return items promptly, such as the initial lease and signed HAP contracts may further delay the processing of payment.*****