



Mailing address: 1525 108th St. So., Tacoma, WA 98444
Physical address: 603 So. Polk St., Tacoma, WA 98444
Ph.: 253-620-5400 Fax: 253-620-5455 TTY: 253-620-5499

TOP QUESTIONS to ASK YOURSELF when considering relocation.....

1. Are you prepared to find your own place, make arrangements with movers, deal with the new owner/landlord, and coordinate with PCHA and your current property manager, on your own and within a limited time frame? (120 days)
2. Are you relocating to by choice or due to a notice from your current landlord? What would my old landlord say to a new landlord inquiring about my rental history?
3. Have you received any “14 day pay or vacate” notices, “10 day” compliance notices or evictions notices within the last 12 months?
4. Do you have any unpaid debts with the Housing Authority, your landlord or a utility company?
5. Have you been able to meet your basic needs (gas, food, rent, utilities, phone) without assistance? Have you had to go without any of these accommodations in the recent history?
6. Are you prepared to pay all deposits and moving expenses? Do you have enough in savings to cover screening fees, first and last months’ rent?
7. Have you checked the market and occupancy rates in Pierce County? Do you know where you would like to move to?

If you feel you are ready to request a relocation you will want to provide your Housing Specialist a 30-45 day notice in writing so that they will have ample time to issue paperwork to you. This can be submitted via one of the Notice of Intent to Move forms found on the website or in the office. You are also welcome to submit via email.

Your Housing Specialist will issue you a relocation packet containing more information about how to relocate at least 30 days prior to your requested move out date. This packet will provide additional resources for locating a unit, what we look for during inspection, and a list of properties to start your housing search.



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In addition this packet will contain a copy of the following items:

Voucher- valid for 120 days. A letter confirming your scheduled move out date is also included. This is the date we will stop payment to your current landlord.

Estimated housing assistance payment sheet – This sheet tells you exactly how much the contract rent on the unit you’re looking to move to can be. Line 2 tells your anticipated monthly rent. Refer to line 8 when you’re wanting to know what the maximum contract rent can be on your new unit. Please note that the numbers issued on that page are estimated based on the last verified income on file.

Request for Tenancy Approval –This packet is required to be completed by your new potential landlord (page 2 signed by you). This likely isn’t completed by the new potential landlord until you’ve completed their initial screening. This document is used to determine if you’re eligible for the unit selected. This also puts your new unit in line for an inspection which takes 10-14 business days from approval of the RFTA. All units must pass an HQS inspection for the Housing Authority to pay a subsidy on the unit.

**** We will not pay on your new unit until the unit passes inspection or you official move in date, whichever date is later. If you choose to move into your new unit before that date you will be responsible for the rent charged by the landlord, Pierce County Housing does not overlap assistance or prorate move outs ****