

MOVING or THINKING ABOUT MOVING?

Required Steps to Follow with Murfreesboro Housing Authority (MHA)

STEP 1: Notify Your Case Manager

- Let your case manager know you're considering a move.
- You'll be given a **Request to Relocate** form.
- This form must be completed by **you and your current landlord** to confirm you're in good standing.

Important Notices:

- If breaking your lease, provide the proper notice.
 - Check your lease for required notice: **30 or 60 days**.
 - MHA requires at least **45 days' notice** before moving.
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STEP 2: Complete a Recertification Packet

- After move approval, you must complete a **recertification packet** and submit required verifications.
 - This is waived only if you've completed one **within the past 60 days**.
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STEP 3: Receive Your Voucher

- Your case manager will schedule an appointment to:
 - Review updated payment standards
 - Issue your **voucher**
 - Provide a blank **Request for Tenancy Approval (RTA)**
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✅ STEP 4: Find a New Unit

- Once approved by a new landlord, give them the RTA to complete and return to MHA.
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✅ STEP 5: Rent Review + Inspection

- MHA will:
 - Perform a **rent reasonableness test**
 - If rent is **reasonable**, we schedule an inspection
(🔍 *Move-in inspections are done on **Mondays & Wednesdays***)
 - If rent is **not** reasonable, landlord may be asked to lower it
 - If they agree → we proceed
 - If they decline → you'll need to find a different unit
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✅ STEP 6: Move-In Process

- Once the unit **passes inspection**, you may move in on the **agreed date**.

🏠 Move-ins must start on the 1st of the month. If not, you will be responsible for paying the pro-rated rent amount to the new landlord and MHA will start paying our portion of the rent on the first of the month following your move-in.

📧 After Inspection Passes:

- You'll receive an email within **1–2 business days** with:
 - Your **estimated rent split**
 - A **request for the signed lease**

🚫 **No payment can be issued** until MHA receives a copy of the **signed lease**.