



# MOVE REQUEST FORM

Participant's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

eMail Address: \_\_\_\_\_

### PLEASE INDICATE YOUR INTENT:

- NO, I do **NOT** plan to move this year.
- YES, ***IDO*** plan to move this year. Lease End Date: \_\_\_\_\_
- This move is an emergency (due to): \_\_\_\_\_
- I am requesting to Port-Out to \_\_\_\_\_

**NOTE: If you fail to check YES or NO to the above options TCHAO will assume you are NOT moving.**

### Eligibility to move:

- 1) You are at the end of your lease. Your move process will start approximately 70 days before your lease end date.
- 2) You **DO NOT** owe your landlord for any unpaid rent or utilities and there are no housing damages to your unit.
- 3) Both you and your landlord have signed a Mutual Dissolvement or TCHAO is forcing you to move.
- 4) You cannot Port-Out if you owe money to TCHAO.
- 5) You **MUST** provide a copy of your lease along with this form.

**Return: You can drop off this form and a copy of your lease to our office drop box, Fax to 817-212-3052 or Email: [housing@tarrantcountytx.gov](mailto:housing@tarrantcountytx.gov)**

\_\_\_\_\_  
Head of Household Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Household Name

\_\_\_\_\_  
Head of Household SSN

### PLEASE DO NOT COMPLETE MULTIPLE FORMS – WAIT FOR TCHAO TO NOTIFY YOU

(Do Not Write Below this Line)

#### For TCHAO Use Only

Are you Currently Under a Repayment Agreement? YES \_\_\_\_\_ NO \_\_\_\_\_

Are your payments current? YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Lease End Date: \_\_\_\_\_ Emergency Move Due to VAWA: YES \_\_\_\_\_ NO \_\_\_\_\_

Owes Money to Landlord for outstanding

Approved: \_\_\_\_\_

Rent \_\_\_\_\_  Utilities \_\_\_\_\_  Damages \_\_\_\_\_

Any Violations \_\_\_\_\_