

Moving within the City of Mesa

After you have been or will be in your current unit for 12 months, you can request to move.

1. **Notify both your landlord and the Mesa Housing Authority (MHA) that you plan to move.** The notice must be in writing; submit your **Notice to Vacate** 30 - 60 days before your move out date. Be sure to contact your landlord about your move.
 - a. Please keep in mind that once submit your notice, we will stop payments to your landlord based the move out date
 - b. You will need to continue to pay your portion of rent; you cannot use any held security deposit as “last month’s” rent.
 - c. If you decide to stay in your current unit, a written notice is required 10 days prior to your move out date. Approval from your landlord is required.
2. **Sign the new Voucher.** After receiving the vacate notice the MHA will contact you to pick up your new voucher, Request for Tenancy Addendum (RFTA) and “How much rent you can look for”.
3. **Once you locate a unit and the new landlord approves you for tenancy, have the new landlord complete the RFTA. Send the completed form, along with a copy of the unsigned lease, to the MHA** either in person, by fax or by email. If the rent is reasonable, your specialist will contact you with an estimate of what your portion of rent will be.
 - a. The paperwork will be given to our inspector. The inspector will contact the landlord to schedule the inspection. **Inspections are scheduled the last week of the month & according to the unit available date on the RFTA.**
 - b. When your unit passes inspection, your housing specialist will contact you and the new landlord with the approval for you to sign the lease, move-in and your portion of rent. **Please do not sign the lease or move into the unit until you have heard from your housing specialist.**
4. **Move out of your current home by the date listed on the vacate notice.** Return the keys to your landlord. Ask for a receipt from your landlord that lists the date on which you returned the keys. Make sure you leave the home in good condition. Damages reported to our office by previous landlords may result in termination of your housing assistance.

The City of Mesa Housing Authority recommends starting this process 45 - 60 days before you plan to move.

For accommodations, such as braille, large print, or translation, please contact City of Mesa Housing and Community Development at (480) 644-3536, or AzRelay 7-1-1 for those who are deaf or hard of hearing.
Si necesita información en español por favor de llamar al 480-644-3536.