



Housing Choice Voucher Program

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TENANT NOTICE TO VACATE

Allowable Moves:

- The family has a right to terminate the lease on notice to the owner. If the family terminates the lease on notice to the owner, the family must give the PHA a copy of the notice at the same time.
- You are still in your initial lease term but you and the owner mutual agree to terminate the lease.
- Eviction from owner. Provide copy of eviction notice for PHA to determine if you are eligible for a voucher.
- The family or a member of the family is or has been the victim of domestic violence, dating violence, sexual assault, or stalking and the move is needed to protect the healt or safety of the family or family member.

Instructions:

- Complete the Tenant Notice to Vacate form. This gives the PHA notice that you are moving.
- Attach a copy of the notice to the owner or explain when and how you gave notice.
- If you and the owner mutually agree to terminate the lease we need a written statement from you and the owner (can be emailed or faxed to PHA).
- All Tenant Notice to Vacate based on an Owner eviction notice must include a copy of the eviction notice.
- If you are requesting a move due to being a victim of domestic violence complete Form HUD-5382 or include a written statement explaining your need to move due to being a victim of domestic violence.
- You will receive a notice to sign and pick up your voucher and landlord paperwork if your request is approved. If your request is denied you will be sent written notice explaining why your request was denied.
- In order to expedite will we contact you by phone to pick up your voucher. Please make sure you have a good phone number listed.

IMPORTANT:

Please Complete the Tenant Notice to Vacate

TENANT NOTICE TO VACATE

Date: _____

I wish to give notice to the PHA to vacate my unit. I am certifying that this notice is in accordance with my lease provisions. With this notice I understand my rent will be paid through the month of _____ (end of the month in which you are moving).

I understand that I MUST NOTIFY MY LANDLORD as they may require written notice from me depending on the provisions of lease and confirm acceptance of the notice to vacate.

A copy of this notice will be mailed to your landlord, who should contact the PHA immediately if there is a dispute regarding the notice to vacate or the date to vacate.

In signing below, I confirm that I have given proper notice under my lease to the landlord and to the PHA in accordance with the lease and regulations and policy of the Housing Choice Voucher Program and I have kept a copy of this Notice to vacate form for my records.

Name: _____

Address: _____

Signed: _____

Received by JURHA Staff _____

JURHA Staff processing Request

My forwarding address is:

Copy sent to landlord ____ date sent to LL _____

Moving with Continued Assistance Notice

Tenant Responsibilities

If a family wishes to move to a new unit, the family must notify the PHA and the owner before moving out of the old unit or terminating the lease on notice to the owner [24 CFR 982.354(d)(2)].

If the family wishes to move to a unit outside the PHA's jurisdiction under portability, the notice to the PHA must specify the area where the family wishes to move [24 CFR 982.354(d)(2), Notice PIH 2012-42]. The notices must be in writing [24 CFR 982.5].

A family's right to move is generally contingent upon the family's compliance with program requirements [24 CFR 982.1(b)(2)].

If it is determined that you have violated your family obligations in not complying with the lease your rental assistance may be in jeopardy and your voucher could be revoked.

Following is an excerpt from a participant family's obligations under the HCV program:

- The family must not commit any serious or repeated violation of the lease.

PHA Policy

The PHA will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction, or an owner's notice to evict.

Serious and repeated lease violations will include, but not be limited to, **nonpayment of rent**, disturbance of neighbors, **destruction of property, or living or housekeeping habits that cause damage to the unit or premises** and criminal activity. Generally, the criterion to be used will be whether or not the reason for the eviction was the fault of the tenant or guests. Any incidents of, or criminal activity related to, domestic violence, dating violence, sexual assault, or stalking will not be construed as serious or repeated lease violations by the victim [24 CFR 5.2005(c)(1)].

**CERTIFICATION OF
DOMESTIC VIOLENCE,
DATING VIOLENCE,
SEXUAL ASSAULT, OR STALKING,
AND ALTERNATE DOCUMENTATION**

**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2577-0286

Purpose of Form: The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

Use of This Optional Form: If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

Submission of Documentation: The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE,
DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

1. Date the written request is received by victim: _____

2. Name of victim: _____

3. Your name (if different from victim's): _____

4. Name(s) of other family member(s) listed on the lease: _____

5. Residence of victim: _____

6. Name of the accused perpetrator (if known and can be safely disclosed): _____

7. Relationship of the accused perpetrator to the victim: _____

8. Date(s) and times(s) of incident(s) (if known): _____

10. Location of incident(s): _____

In your own words, briefly describe the incident(s):

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____ Signed on (Date) _____

Public Reporting Burden: The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.