

Participant Guide to Moving with Continued Assistance

This Guide is for a MOVE within CVH's jurisdiction:

CVH must not provide continued assistance for you if you have moved out of the assisted unit in violation of the lease. You must provide proper written notice to your landlord.

You may find how much notice to provide your landlord in your lease or by contacting your landlord directly. If you are not providing notice within the guidelines to your lease – you and the owner **MUST** sign a **Mutal Rescission of Lease** before moving forward, wait to the end of your lease term, and/or be responsible for any fees associated with breaking the lease early.

When contacting our office with your request to move, please provide a copy of the **written notice** that you provided to your landlord. You may send this information to HCVPParticipants@centralvahousing.org.

Our office will provide you with an **INTENT TO VACATE** notice. We must have this form to start the process. Our office cannot move forward without this document.

Once the **INTENT TO VACATE** is returned. Our office will move forward with inputting a **MOVE OUT DATE** in the system and **ISSUING the VOUCHER for signature**. Your voucher size is based on the subsidy standards established by VH. Please try and stay within your Payment Standard. If you exceed the Payment Standard and an affordability determination is made that you exceed 40% of your adjusted income the unit will not be approved.

The MOVE OUT DATE stops the payment to your current landlord. It is **VERY** important that if you decide not to move that you let our office know **in writing** and provide us a **written statement from the landlord** that they agree to allow you to continue to reside in the unit.

You must **return** the Voucher **signed**, BEFORE we issue you the **REQUEST FOR TENANCY APPROVAL (RFTA)**.

The Voucher will have the expiration date on it. It is **your responsibility** to have a RFTA submitted before that date or request an extension in writing, or your voucher will expire.

When a RFTA is submitted it must include an unsigned lease. Landlords must submit the RFTA to HCVPLandlords@centralvahousing.org, by fax 540-604-9949, or by dropping it off or mailing to 2300 Charles Street, Fredericksburg, VA 22401.

Our office will complete an Affordability Worksheet, as required by VH to determine if the unit is affordable for you. Our goal is to let you and the landlord know of the determination within 1-2 days of receiving the RFTA. This communication will provide an **ESTIMATED**

breakdown of Tenant Rent and housing assistance, along with letting you know it has been sent to the Inspection Department for scheduling of the **Initial Inspection**.

Families **CANNOT** move in or sign the lease at this time. Regulations state that no assistance can be paid on units that have not **passed** HQS inspection.

The **Inspection Department** will contact the owner, you, and the agent via email, if known, to schedule the initial inspection. Otherwise, that Inspector will be contacting the owner via phone. Please note our office has **15 days** from the date the RFTA was received to complete the inspection. **That time frame is suspended if the unit is not available for inspection.**

Once the INSPECTION is completed, the Inspector will again let the owner, you, and the agent know the results via email.

Once the unit **PASSES**, the agent will contact you and the owner to let you know when you can move forward with signing the lease.

Participant's Intent to Vacate Notice to Central Virginia Housing

NOTICE: If you or anyone in your family is a person with disabilities, and you require specific accommodation to fully utilize our programs and services, please let us know.

If a family wishes to move to a new unit the family must notify Central Virginia Housing (CVH) and the owner before moving out of the unit or terminating the lease. If the family wishes to move to a unit outside of Virginia Housing's (VH) jurisdiction under Portability, the notice must specify the area where the family wishes to move. **(24CFR982.354(d))**. All notice must be in writing. Please be advised that per **24 CFR 982.307** we are required to provide the owner on any RFTA you submit your current and prior address, and the name and address of the landlord at your current and prior address.

I hereby give my written notice of my Intent to Vacate the property I currently reside.

Located at: _____

I will be moved out by: _____.

Attached is a copy of the written statement I provided my landlord in accordance with my lease.

I am: Moving within CVH jurisdiction.

Moving within Virginia Housing's jurisdiction.

Moving under Portability; the area I wish to move to is _____.

I understand that should I need to continue to occupy the unit, maintain possession of the keys, or have items remain in the unit after the above date, I must receive an approval for an extension of the move out date by:

- (1) Submitting a written statement to request a specific amount of time to extend the move out date to the landlord for approval and a copy to our office.
- (2) Submitting the Landlord's written approval of the extension to our office prior to the move out date noted on this form.

I also understand that if I receive an extension to the move out date beyond 60 days from the date of this Intent to Vacate Notice, I must submit a new Intent to Vacate Notice.

Contact Info for myself:

Phone Number: _____ Email: _____

Contact Info for my landlord:

Phone Number: _____ Email: _____

I certify that I have read and understand the obligations under this Notice.

Head of Household Signature

Head of Household Printed Name

Date

You may submit this form, along with the landlord notice by:

EMAIL: HCVPParticipants@centralvahousing.org, FAX 540-604-9949, or 2300 Charles St, F'burg 22401.

CVH PAYMENT STANDARDS

Small Area Voucher Payment Standards (SAVPS) and Voucher Payment Standards (VPS) effective 01/01/2024

Area	Zip Code	0BR	1BR	2BR	3BR	4BR	5BR	6BR	7BR	
Caroline County		1040	1047	1299	1830	2140	2460	2781	3103	
Culpeper County		1048	1054	1376	1769	2077	2389	2700	3012	
Fauquier County										
	Amissville	20106	1001	1012	1265	1617	1980	2504	2831	3158
	Bealeton	22712	1298	1320	1496	1859	221	2542	2874	3205
	Broad Run	20137	1804	1837	2090	2618	3124	3951	4467	4981
	Casanova	20139	1694	1727	1969	2453	2937	3714	4199	4683
	Catlett	20119	1661	1683	1914	2376	2827	3250	3675	4098
	Delaplane	20144	1441	1463	1727	2189	2662	3367	6806	4244
	Goldvein	22720	1496	1529	1727	2156	2552	2934	3317	3700
	Hume	22639	1760	1793	2035	2541	3036	3840	4340	4842
	Markham	22643	1518	1540	1749	2178	2574	2960	3346	3732
	Marshall	20115	1628	1661	1881	2343	2772	3187	3603	4019
	Midland	22728	1254	1276	1452	1804	2145	2466	2788	3109
	Remington	22734	1276	1298	1474	1837	2178	2504	2831	3158
	Sumerduck	22742	1826	1848	2101	2618	3102	3567	4032	4497
	The Plains	20198	1287	1309	1485	1848	2189	2516	2845	3173
	Upperville	20184	1452	1474	1683	2101	2508	3172	3586	3999
	Warrenton	20186	1540	1573	1782	2222	2629	3022	3417	3811
	Warrenton	20187	2332	2376	2695	3355	3971	4566	5162	5757
Fredericksburg City		22401	1419	1441	1639	2035	2420	2783	3176	3509
King George County		22485	1239	1247	1540	2170	2613	3005	3396	3789
Spotsylvania County										
	Bumpass	23024	1166	1188	1342	1683	2013	2314	2616	2918
	Fredericksburg	22407	1672	1694	1925	2398	2838	3263	3689	4115
	Fredericksburg	22408	1694	1727	1958	2431	2882	3314	3476	4178
	Mineral	23117	1092	1116	1272	1656	2052	2359	2667	2974
	Partlow	22534	1738	1760	2002	2486	2948	3390	3832	4274
	Spotsylvania	22551	1331	1353	1540	1914	2266	2605	2945	3285
	Spotsylvania	22553	1760	1793	2035	2530	3003	3452	3903	4353
Stafford County										
	Falmouth/Fredericksburg	22405	1540	1562	1771	2200	2607	2997	3389	3779
	Fredericksburg	22406	1606	1639	1859	2310	2739	3149	3560	3971
	Garrisonville	22463	1584	1617	1837	2299	2739	3463	3916	4368
	Stafford	22554	1892	1925	2189	2728	3223	3705	4189	4672
	Stafford	22556	1804	1837	2079	2585	3069	3528	3989	4449

