



# Housing Authority of the City of Raleigh, North Carolina

## Leased Housing

Priscilla B. Batts  
Director of  
Leased Housing

900 Haynes Street  
Raleigh, NC 27604

Office  
(919) 508-1105

### Amount you need to look for rent only (01/01/2019 FMR)

0 –Bedroom = \$714.00	3 –Bedroom = \$1120.00	6 –Bedroom = \$1865.00
1 –Bedroom = \$768.00	4 –Bedroom = \$1440.00	
2 –Bedroom = \$857.00	5 –Bedroom = \$1657.00	

## HOW TO COMPLETE THE REQUEST TO VACATE FORM

**STEP 1:** Once you locate a new unit and been Approved; you will need to have the request to vacate form completed by your current landlord and new landlord. Completion by the new landlord will need to be returned with the documents.

**STEP 2:** Provide a written move out notice with move out date to your current landlord. Make a copy and attach to the completed request to vacate form.

(The move out date given to your current landlord will be the date in which Raleigh Housing will stop payment for the unit.)

**STEP 3:** Have new owner to complete attached form.

**STEP 4:** Return the three completed documents to Raleigh Housing Authority together.

**STEP 4.1:** Should tenant decide to remain in the unit after move out notice has been provided, the tenant will need to submit the leasing packet completed by the current landlord. **No HAP** payment will be released until this unit passes a new inspection.

## WHAT COMES NEXT

Once the forms have been received:

**STEP 5:** A criminal background will be pulled on all family members 18 years of age or older.

*At the discretion of the RHA, on a case-by-case basis, a tenant's past criminal behavior may not necessarily bar him/her from the program. RHA may, in its discretion, take into consideration a variety of potential extenuating circumstances including but not limited to: whether violence was involved, whether a pattern of drug use or sales is evidenced by the record, whether a participant has gone through a recovery program, the disposition of a case, time elapsed since the criminal act, etc.*

**STEP 6:** The family will receive the date to come in for the moving session to obtain the moving paperwork. Once the family receives the moving paperwork the family will take the form to the new landlord to complete.

**TURN OVER** 



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### REQUESTS TO VACATE FORM (FOR WAKE COUNTY RESIDENCES ONLY)

**THIS IS NOT AN OFFICIAL NOTICE TO VACATE. APPROVAL MUST BE GIVEN FOR A FAMILY TO MOVE AFTER THIS FORM IS RECEIVED BY RHA.**

THE TENANT ATTENDED A PRE-MOVING COUNSELING SESSION ON \_\_\_\_\_.

(THIS FORM WILL NEED TO BE RETURNED BY THE TENANT ATTACHED TO THE REQUEST FOR TENANCY APPROVAL PACKET.)

Tenant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ SS# \_\_\_\_\_ (Last 4 digits)

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**I understand that false statements of information and/or moving from my current unit while not in "good standing" (i.e., owing for damages or delinquent rent) may be grounds for termination of my housing assistance and tenancy.**

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Date

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**COMPLETION BY CURRENT OWNER: *REQUIRED* IN ORDER TO MOVE does not apply to Over 60 families. (Note: This is not an official 30 days notice to vacate.)**

Tenant owes money for unpaid rent Yes \_\_\_\_ No \_\_\_\_ As of \_\_\_\_\_ (date) Amount \$ \_\_\_\_\_

Please check one:

- Tenant is in a yearly lease
- Tenant is on a month to month

**Current Lease End Date:** \_\_\_\_\_

A preliminary inspection of the unit indicates that the tenant owes money for damages Yes \_\_\_\_ No \_\_\_\_ as of \_\_\_\_\_ (date)

- Damages cannot be assessed until after move-out.
- Money for damages will be deducted from tenant's security deposit of \$ \_\_\_\_\_.
- Damages exceed security deposit amount of \$ \_\_\_\_\_.

\*\*\*DOCUMENTATION ON ALL MONIES OWED MUST BE PROVIDED TO THE RALEIGH HOUSING AUTHORITY WITHIN 10 BUSINESS DAYS AFTER

TENANT MOVES OUT OF UNIT. \*\*\* **Please read STEP 4.1 upon signing**

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**For Housing Authority Only (Do Not Write Below This Line.)**

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Request to vacate denied: \_\_\_\_\_

Reason(s) for denial:

- Tenant cannot afford contract rent of \$ \_\_\_\_\_
- Tenant owes for damages
- Tenant owes for unpaid rent
- Tenant owes for damages and unpaid rent
- New owner has been disapproved to participate in the RHA S/8 program.
- Criminal Background & Sex Offender Registry: \_\_\_\_\_ Other \_\_\_\_\_



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### **COMPLETION BY NEW OWNER: REQUIRED IN ORDER TO MOVE.**

**Please be aware that your new landlord may have to go through a pre-screening background check. (Please allow 3-5 business days for background checks.)**

I am interested in renting the following unit to the above tenant. I REALIZE IT IS MY RESPONSIBILITY TO DETERMINE SUITABILITY BY CONDUCTING A SCREENING (i.e., credit check, past landlord history check, etc.) OF THE ABOVE NOTED TENANT PRIOR TO THE SIGNING OF A ONE-YEAR LEASE?

New Unit Address: \_\_\_\_\_

Contract Rent: \_\_\_\_\_ (Contract rent must be approved for rent reasonableness by our Inspection Division **after the initial inspection passes.**)

Owner's Name (Please print): \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Owner's mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_