



NORTHERN MARIANAS HOUSING CORPORATION

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Housing Choice Voucher Program Unit Transfer Request Form

Name of Head of Household: _____

Current Mailing Address: _____

Contact Number: _____

I am requesting to transfer my Housing Choice Voucher to another unit on Saipan. I understand that the Northern Marianas Housing Corporation (NMHC) will deny a participant's request to make an elective move during the initial lease term.

1. _____ I have lived in my unit for one (1) year or more and would like to request to transfer to another unit for the following reason(s): _____

2. _____ I have lived in my unit for less than one (1) year and would like to request an exception to this policy due to the following special circumstance(s): _____

3. _____ I have received a [] 30 day, [] 60 day, or [] 90 day notice to move from my landlord.

Head of Household Signature: _____ Date: _____

FOR NMHC USE ONLY:	
Housing Choice Voucher Number:	
Unit Transfer Request is:	_____ APPROVED _____ DENIED

Program and Housing Division Manager Name and Signature _____

Date _____

Client received copy: _____

"NMHC is a fair housing agency and an equal opportunity, lender and employer"

HCVP PARTICIPANT UNIT TRANSFER PROCEDURES

1. HCVP Participants who wish to move to another unit must fill out and submit the HCVP Unit Transfer Request Form.
2. Upon review and approval of the request by the PHD Manager, the participant shall provide his/her landlord with a written 30-day notice informing the landlord about terminating their lease; the notice must be acknowledged by the landlord and a copy must be provided to NMHC for review.
3. NMHC shall issue a new voucher and a Request for Tenancy Approval (RFTA) form to the participant so that he/she may begin searching for another unit.
4. A move-out inspection for the old unit must be scheduled before the end of the 30-day notice period, unless otherwise extended for "good cause." In addition, a move-in inspection of the new unit must be scheduled and conducted prior to/before the participant moves into the unit to ensure it meets the Housing Quality Standards (HQS).
5. Prior to the move-in inspection, the participant must work with the public utilities company (i.e. CUC) to transfer or install the power, water, and wastewater (sewer) services, as well as ensure the utilities account is under the participant family's head of household and/or co-head of household name(s).

A PARTICIPANT MAY NOT MOVE/TRANSFER/RELOCATE TO ANOTHER UNIT UNTIL THE ABOVE STEPS ARE COMPLETED.