



TRANSFER VOUCHER REQUEST - OUTSIDE OF RECERTIFICATION

Participants of the Philadelphia Housing Authority's Housing Choice Voucher Program must receive PHA approval prior to moving to another HCV unit outside of their recertification or lease anniversary date period. You must complete this form and attach **supporting documentation** regarding your transfer request. Once a decision is reached you will be contacted regarding the next steps in the transfer process within (10) business days.

TO BE COMPLETED BY HEAD OF HOUSEHOLD

Head of Household Name	Client ID	
Address	City, State Philadelphia, PA	Zip
Phone	Email Address	
Please answer the question, attach supporting documentation and sign/date the section below:		
<p>Please briefly describe the reason for your transfer voucher request including the supporting documentation you have attached with this form below:</p> <p>_____</p> <p>_____</p>		
<p>I hereby certify that I am requesting a transfer to another HCV unit based on the supporting documentation attached to this form and I have notified my owner/property manager of my intention to move to another HCV unit.</p>		
<p>_____</p> <p>Head of Household Signature</p>		<p>_____</p> <p>Date</p>

DO NOT WRITE BELOW THIS LINE

FOR PHA USE ONLY

Continued Occupancy verifies that the client has submitted **verification in accordance with APPENDIX H: VERIFICATION REQUIREMENTS FOR EMERGENCY MOVES and in accordance with our Moves policy**. If the transfer is approved, the Continued Occupancy team will forward the transfer request form to the Eligibility team for voucher issuance.

Eligible voucher size (based on family composition)	Effective date of last Recertification
PHA Representative Signature	Team Lead Signature
<p>Approved <input type="checkbox"/> Denied <input type="checkbox"/> Denial Reason: _____</p> <p>_____</p>	