



TRANSFER VOUCHER REQUEST - RECERTIFICATION

Participants of the Philadelphia Housing Authority’s Housing Choice Voucher Program must receive PHA approval prior to moving to another HCV Unit. Participants must complete this form prior to their recertification or lease anniversary date.

Please note, your transfer request will not be approved until you complete your recertification. If you are reporting changes to your income or family composition, you must notify your representative.

TO BE COMPLETED BY HEAD OF HOUSEHOLD

Head of Household Name	Client ID	
Address	City, State Philadelphia, PA	Zip
Phone	Email Address	
<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 is eligible for a transfer voucher in accordance with the Moves policy regarding moves at recertification or lease anniversary date and ensures all recertification documents are on file. If approved, the transfer request form will be forwarded 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>	