

## FREQUENTLY ASKED QUESTIONS: HPD'S SECTION 8 MOVE PROCESS

**1. Can I move from my apartment and keep my Section 8 rent subsidy?**

If you have received written authorization from HPD to do so, you can move and keep your rent subsidy. Families are eligible to apply to move once every 12 months.

**2. If I want to transfer to another apartment in my development, do I still need permission from HPD?**

You may not move out of your current apartment until HPD gives you written permission and the new apartment passes a Housing Quality Standards (HQS) inspection, even if you want to move to another apartment in the same development.

**3. Can I move if my landlord is taking me to court and trying to evict me?**

Yes, if you are in compliance with Section 8 rules and regulations, including being current with your rent. If your landlord is suing you for non-payment of rent, then HPD may not grant your request to move.

**4. How do I request to move?**

You may download and complete a [Move Request](#) form ([Spanish](#)), or request a form by mail by writing to:  
NYC Department of Housing Preservation and Development  
100 Gold Street, Rm. 1-0  
New York, NY 10038  
Attn: Section 8 Move Unit

You may also obtain a form in person from HPD's Client Services Unit, located at 100 Gold Street, Room 1-0, from 9:00 am-4:00 pm, Monday through Friday. Once you have completed the Move Request form, HPD will conduct a review to determine if you are eligible to move. The process may take up to 14 calendar days.

**5. What additional paperwork is needed to start the move process?**

In order to start the move process, you must have completed an annual recertification within the last six months. A General Release form signed by **both** the tenant and the landlord is also required.

**6. How do I know when I can start to look for a new apartment?**

You are approved to search for a new apartment if you have been issued a voucher. Once a household has been determined eligible to move, the head of household must attend a briefing at HPD. At that time, they will receive a move package, which consists of a Housing Choice Voucher (HCV) and a Landlord Package. Once the family has located new housing, the new landlord must complete the Landlord Package and the unit must pass an HQS Inspection.

**7. What is a Housing Quality Standards (HQS) inspection?**

An HQS inspection determines whether a subsidized apartment is decent, safe, and sanitary and meets the minimum physical standards established by the U.S. Department of Housing and Urban Development. A passed HQS inspection is required before HPD may issue a HAP contract for a unit.

**8. Do I continue to pay my current landlord rent while I am searching for new housing?**

Yes, you must continue to pay your rent and comply with Section 8 rules and regulations.

**9. How long is an HCV move voucher valid?**

A move voucher is valid for 120 days (approximately four months). You must find a new apartment and return a completed Landlord Package by the end of the 120 day period. Once your voucher expires, you will not be eligible for a move voucher for another 12 months.

**10. Once I return the Landlord Package to HPD, when can I move in?**

You may not move until you have received Transfer Approval documents from HPD. These documents will be mailed to your current residence within seven days of the passed HQS inspection. You may also pick up a copy of these documents from the HPD Client Service's Unit. HPD will issue HAP contracts to your new landlord and they must be returned immediately. Once you have a signed lease, you are legally allowed to move in on the date your lease begins which should match the date on your transfer approval documents. However, federal regulations prohibit HPD from issuing payment on your behalf until your landlord signs a HAP contract and submit it to HPD with a copy of an executed lease. Please remind your landlord to sign the HAP contract and submit it to HPD at lease signing. If your landlord fails to comply, you may be held responsible for the full contract rent.

**11. Does HPD pay moving-related costs?**

HPD does not pay any moving fees, real estate broker fees or security deposits. You must decide if you can afford to make such payments **before** you initiate the move process. In addition, HPD will not make rental payments for two units for the same month. For this reason, once you have received the Transfer Approval documents, you must move by the date indicated. If you fail to completely move out by the date indicated on your transfer documents and you occupy two units at the same time, you will be responsible to your previous landlord for the full contract rent.

**12. How long does the move process take?**

The time it takes to complete the process depends on how soon you can give HPD proper and complete documentation from your current and future landlords and how long it takes to conduct an HQS inspection of the new housing unit. Please keep in mind that your new apartment must pass an HQS inspection before HPD can give you Transfer Approval documents.