



Saint Joseph County Housing Authority

107 W Center St PO Box 425 North Liberty, IN 46554

Phone: 574-656-3545 Fax: 574-804-1005 Email: office@sjcha-in.com

Ingrid Reese, Executive Director

REQUEST TO MOVE UNITS

All transfer forms must be received at least 30 days prior to the date of the requested transfer. The family is responsible to issue a notice in writing, sending one copy to the landlord and one copy to Saint Joseph County Housing Authority.

A family may be ineligible to move units under the following conditions:

1. Family has moved within the last 12 months
2. Family owes unpaid rent
3. Mutual Recission of Lease has not been submitted
4. Family owes any other outstanding debts to SJCHA
5. Damages to present unit exceed deposit
6. Family has lived in SJCHA jurisdiction less than 12 months

Please provide the following information:

TENANT FULL NAME: _____

UNIT ADDRESS: _____

UNIT CITY, STATE, ZIPCODE: _____

Telephone Number: _____

Approximate date you wish to move: _____

I want to remain in my current jurisdiction (Saint Joseph County)

Name of Property Owner: _____

Name of Contact Person: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Head of Household Name (print)

Date

Head of Household Signature

PLEASE ALLOW 14 BUSINESS DAYS FOR THIS TO BE PROCESSED.

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the housing authority.