



**MUNCIE HOUSING AUTHORITY**

**409 EAST FIRST STREET**

**MUNCIE, IN 47302**

Phone: 765-288-9242

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**Moving Procedures  
Housing Choice Voucher Program**



PROCEDURES TO FOLLOW  
WHEN MOVING WITH THE  
HOUSING CHOICE VOUCHER  
PROGRAM

**Steps to follow:**

**Step 1.** Check your attachment to the owners lease to determine if your lease is year to year or month to month.

**Step 2.** Your lease will state you must give a 30 or 60 day notice to move. This must be in writing to the landlord with a copy to your caseworker.

**Step 3.** Call your caseworker to make sure a copy of your notice has been received. At that time you may request to schedule a moving appointment.

**Occupancy Specialists**

**Mary L. Pointer, ext. 19**

**Lisa Barlow, ext. 20**

**Shannel Jones, ext. 21**

**765-288-9242**

