



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

Antonio Benford, ext. 220

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765-288-9242

