



Project-Based Program

THE PORCHLIGHT BUILDING

Address 907 NW Ballard Way, Suite 200 Seattle, WA 98107-4637 Telephone 206-239-1500 Fax 206-239-1770 TTY 1-800-833-6388 Website www.seattlehousing.org

PROJECT-BASED MOVE-OUT NOTIFICATION

Instructions: Please fill out this form with the applicable date and supporting documents. The Seattle Housing Authority (SHA) may require further verification to ensure that we are properly paying Housing Assistance Payments (HAP) in accordance with HUD regulations and SHA policy

TENANT NAME _____

BUILDING _____ UNIT # _____

MOVE-OUT DATE _____

__ 20-DAY NOTICE Provide a copy of 20-day notice

__ ABANDONMENT Date building took possession _____ Provide a copy of notice to tenant

__ LESS THAN 20-DAY NOTICE Date notice received _____ Provide a copy of notice to tenant

__ EVICTION Date served _____ Provide a copy of final eviction notice

__ DECEASED Date of death _____

Additional comments _____

HAP ISSUES *

__ Building will keep HAP for move-out month __ Building owes prorated HAP to SHA for move-out month

If left blank and/or if supporting documentation is not attached to this Move-Out Notification, SHA will automatically prorate the HAP for the move-out month. The building may be eligible to receive vacancy loss payments. Please contact the Housing Authority for more information.

* HUD regulations at 24 CFR 983.351 state that, except for discretionary vacancy payments in accordance with 983.352, the PHA may not make any housing assistance payment to the owner for any month after the month when the family moves out of the unit (even if household goods or property are left in the unit).

By signing below, I certify that the information provided on this form is consistent with HUD regulations.

BUILDING REPRESENTATIVE: _____ DATE: _____

Office use only Supporting documentation attached? [] Yes | [] No