



Housing Authority of the City of Decatur, Georgia

750 Commerce Drive ▪ Suite 400 ▪ Decatur, Georgia 30030
404-270-2100 ▪ Fax 404-270-2122
TTD/TTY 1-800-545-1833 Ext 852
<http://www.decaturhousing.org>

November 10, 2017

RE: Move-out extensions and the effective date of Housing Assistance Payment (HAP) contracts.

This notice serves to clarify the way landlords are paid during the month a family moves from one unit into a new unit, the move-out extension process and the effective dates of Housing Assistance Payment (HAP) contracts.

Although it is easier for processing payments to make the move-out date the last day of the month, the move-out date on the notice to vacate can be any day of the month as long as the move-out date is at least thirty days from the date of the written move-out notice. **However, please note. DHA needs at least sixty days to process families who are moving to new units.**

All extension requests must be in writing, signed by the landlord and head of household. Extensions approved by DHA will be given in increments fourteen days unless fewer days are needed. If an additional extension is required, the family must submit a written request signed by the landlord and head of household to the applicable Housing Specialist.

Extensions are generally the result of:

- The family has problems finding a unit
- The new unit is not ready for inspection or the new unit failed inspection
- The new owner does not submit the Request for Tenancy Approval (RFTA) to DHA promptly
- The new owner does not promptly register with DHA to be an approved landlord

We hope that the number of extensions required can be minimized because units are not ready for initial inspection or due to failed initial inspections. We encourage owners to review the HQS Inspection Checklist on our website, www.decaturhousing.org, to improve the likelihood that your unit will pass inspection the first time. Remember, utilities **must be on** at the time of the initial inspection.

Please note that families have a limited number of days to find a unit and lease up before their voucher expires. Therefore, it is imperative that owners screen and select a tenant quickly so as not to jeopardize the family's housing assistance.

THE EFFECTIVE DATE OF THE NEW HAP CONTRACT CANNOT BE EARLIER THAN THE DAY AFTER THE MOVE-OUT DATE ON THE NOTICE TO VACATE OR MOVE-OUT EXTENSION DATE.

Thank you again for your participation with Decatur Housing Authority's Housing Choice Voucher Program. We value our landlords and look forward to continuing our relationship and providing quality affordable housing in DeKalb County.

