



## Chatham County Housing Authority

13450 U. S. Hwy 64 W. ~ P.O. Box 571 ~ Siler City, North Carolina 27344  
Phone 919-742-1236 ~ Fax 919-742-1099 ~ TDD 800-735-2962

*"Building a Stronger Community One Family at a Time"*

### How To Transfer (Move)

1. Contact Chatham County Housing Authority to request to move.
2. You must have lived at your current address for 12 months.
3. Read your lease to see how many days' notice your landlord requires.
4. Give written notice according to what your lease requires and give a copy of your notice to the Chatham County Housing Authority. Keep a copy of the signed notice and mail it to your CCHA case worker.
5. A **Good Standing** form will be mailed to your landlord to fill out; you must be in good standing.
6. Contact the Chatham County Housing Authority to schedule an appointment.
7. Please be prepared to provide all current information requested for the recertification process needed to be issued a voucher in a timely manner.

These are the **first** of several steps required for completing a transfer or move. The other requirements will be shared with you during the briefing meeting via phone or Zoom Meeting.

In making your plans, please remember that we assist over many families. Every effort will be made to give you the first available appointment. Help us to help you by being patient and submitting all requested documentation to process your move in a timely manner.