



P.O. Box 53028  
Houston, Texas 77052  
Tel: 713-578-2100 Fax:  
713-669-4594  
[www.hchatexas.org](http://www.hchatexas.org)  
[hcha@hchatexas.org](mailto:hcha@hchatexas.org)

## MOVE PACKET NOTICE

Your packet must contain the following documents to be accepted and scheduled for inspection:

- Original Voucher
- Happy Estimator
- Original RFTA Packet
- Proof of Ownership: Copy of the owner's insurance policy or warranty deed (If the unit is a house or an individual townhouse)
- Completed W-9
  - New Owners Only: Copy of their social security card or the Employee Identification Number (EIN) letter from the Internal Revenue Service (IRS)
- Management Agreement (If applicable)
- Copy of pre-lease: Signatures are not required on this lease

If your packet is submitted before the 15<sup>th</sup> of the month, your inspection may be scheduled by the 1<sup>st</sup> of the following month.

There is no guarantee that an inspection will be scheduled by your move out date if your packet is submitted on or after the 16<sup>th</sup> of the month.

Harris County Housing Authority will only prepare contracts effective the 1<sup>st</sup> of the month and cannot guarantee a new contract by your move out date.

If the due date of your packet falls on a weekend or holiday your packet will be accepted on the following business day before 5:00 pm.