



8933 Interchange
Houston, Texas 77054
Tel: 713-578-2100
Fax: 713-669-4594
www.hchatexas.org
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 15th of the month, your inspection may be scheduled by the 1st 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 16th of the month.

Harris County Housing Authority will only prepare contracts effective the 1st 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.