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Move to a New Home

Moving with HCV

The HCV Program allows participants to continue receiving housing assistance when they move to a new, approved unit. **Remember:** CHA does not pre-approve units or property owners for the HCV Program. Whether they've never participated in the HCV Program before, or if they've been working with CHA for years, each unit and property owner will be screened for eligibility each time an HCV participant completes a move.

As an HCV participant, there are three ways that you can establish eligibility to move: You can request to move, you can be required to move, or you can be considered an emergency move. Once approved to move, you will be issued "moving papers", which include a voucher, a Request for Tenancy Approval (RTA) packet, and other helpful information. Moving papers can either be issued remotely via email, or by appointment at your designated HCV Regional Office.

At this stage, you may choose to search for housing in Chicago or, if you want to live outside of Chicago, have your voucher "ported" out to a different Housing Authority. Keep in mind that other Housing Authorities likely have slightly different timelines, policies and procedures from CHA. For access to HUD's list of Housing Authorities, [click here](#).

If you currently have a voucher from another Housing Authority and are looking to move to Chicago, or 'port in' to CHA, please review [The Ins and Outs of Porting into Chicago](#) and provide a copy of the flyer to your current Housing Authority.

For a successful housing search in Chicago, please keep the following time and budget considerations in mind:

- You have 120 days after you receive your moving papers to find a unit and submit an RTA packet. Extensions may be granted on a case-by-case basis.
- Once the RTA packet is submitted, it takes approximately 7 weeks for CHA to process and approve the move.
- You will receive a personalized Rent Burden Worksheet that outlines your budget for rent and utilities, based on your voucher size and income on file.

There are many ways to search for housing. Most HCV families start their search online, while others prefer to find available units by talking with friends, neighbors or real estate brokers. To help connect families to housing opportunities, any property owner can list their available units on [AffordableHousing.com](#). However, units and property owners listed on this site are not pre-screened by CHA and do not carry CHA's endorsement.

Once you find a unit and work with the property owner to complete and submit the RTA packet, both the property owner and the unit must pass CHA's screening process before a family is cleared to

move in.

- The property owner must pass a criminal background check (LLCs must provide a certificate of good standing).
- The property owner must accept CHA's rent offer. *Note: CHA does not subsidize application fees, move-in fees, security deposits or moving costs.*
- The unit must pass inspection.
- CHA must execute a HAP Contract with the property owner, and the property owner must provide a signed copy of the lease.

For a print-friendly, short guide on how to move with the HCV Program, download the Participant Pocket Guide in [English](#) and [Spanish](#).

Moving with PBV

For PBV participants, the housing assistance is tied to the unit, and so moving between units (either at the same property, or to a different property) is rare and can only occur in limited circumstances. PBV participants who are interested in moving should contact property management to discuss the reason they wish to move and determine if they meet the criteria to move.

PBV participants who have lived in their unit for at least one year and are in good standing can request to be transferred to the HCV Program. If approved, the participant family is added to a transfer waitlist and will be contacted when a voucher becomes available. Keep in mind that transfers are not immediate, and time frames for being selected from the transfer waitlist vary widely.