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PROJECT-BASED TO TENANT-BASED VOUCHER REQUEST FORM

If you need this document in a different language or LARGER FONT or if you need a reasonable accommodation (persons with disabilities), please call 312-935-2600 or TTY: 312-461-0079. Advance notice of seven days is required in order to arrange for interpreter services.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Voucher #: \_\_\_\_\_
(Head of Household)

Address: \_\_\_\_\_ Apt. #/Unit: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

I, \_\_\_\_\_ would like to request a tenant-based voucher.
(Print Name)

I certify the following:

- I have lived in my current project-based unit for at least two years
I have submitted a Notice to Vacate form in accordance with my lease
I am in good standing with my Property Owner/Manager

I understand that my name will be placed on the HCV Program Wait List if no tenant-based vouchers are available at this time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Please make sure to submit the following documents with your request:

- Criminal Background Check Authorization form (Request for Criminal History Record Information for Non-Criminal Justice Purpose)
Copy of the Notice to Vacate form submitted to your Property Owner/Manager
Letter of Good Standing from your current Property Owner/Manager

CHA HOUSING CHOICE VOUCHER PROGRAM OFFICE LOCATIONS

Central Office: 60 E. Van Buren Street, Chicago, IL 60605
South Office: 10 W. 35th Street, Chicago, IL 60616
West Office: 2750 W. Roosevelt Road, Chicago, IL 60608
CHA Customer Call Center / TTY: 312-935-2600 / 312-461-0079
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