

Housing Authority of the City of East Orange

Section 8 Department

You Want to Move?

Before you can receive moving papers, you **MUST DO** the following:

1. Send a certified letter to your landlord notifying them that you are vacating the property within 30 or 60 days or according to your current lease.

IMPORTANT: Please make sure the letter has a DATE of when you will be moving out (January 1, February 1 and so on. We only move you out on the first of every month.

2. The head of household can come to the EOHA office on any Tuesday, Wednesday or Thursday (EXCEPT the last two days of each month).

Hours of operation: Tuesday, Wednesday and Thursday from 8:30am-12:00pm and 1:00pm-4:00pm

Every adult in the house aged 18 years or older must sign the moving application, as well.

3. Please bring with you to the EOHA office:

- A) A copy of the letter you sent to the landlord and the **certified receipt (green and white slip) from the post office OR a signed letter from your landlord.**
- B) Your last four (4) months of rent receipts or a letter from your landlord stating you are paid up and current with your rent. Also state whatever your income is.

All paperwork and a passed inspection needs to be into our office **BEFORE THE 7TH OF THE MONTH** and pass inspection **BY THE 20TH OF THE MONTH** to be leased for the following month.