



REGIONAL HOUSING AUTHORITY

Serving the Cities of Live Oak, Yuba City and Colusa • Counties of Sutter, Nevada, Colusa and Yuba

1455 Butte House Road • Yuba City, CA 95993

Phone: (530) 671-0220 • Toll Free: (888) 671-0220 • TTY: (866) 735-2929 • Fax: (530) 673-0775

www.RegionalHA.org



MOVING PACKET

This packet will help ensure that the move is organized and in compliance with RHA guidelines.

- Moving Checklist**
- 30-Day Notice**
- Owner Release**
- RFTA**
- RHA Inspection Checklist** (for reference when searching for new unit)

The Housing Authority is an equal opportunity employer and housing provider.



MOVING CHECKLIST

Section 8 Housing Choice Voucher Program

Planning to Move? Make sure you complete **each step** below to avoid delays or interruptions in your housing assistance.

✔ Have You Notified the Housing Authority?

Before you move or end your lease, you **must notify both your landlord and the Housing Authority in writing**. This is critical to ensure your assistance continues smoothly.

✔ Have You Submitted the Right Notices?

Depending on how long you've lived in your unit, different steps apply:

1. **Lived there LESS than 1 year?**
 - ▶ You need a **Mutual Termination Agreement** signed by your landlord.
 - ▶ Submit a copy to the Housing Authority **before moving out**.
2. **Lived there 1 year or MORE?**
 - ▶ Bring a copy of your **30-day notice to vacate** to the Housing Authority.
3. **Also Required:**
 - ▶ A letter from the owner/property manager confirming:
 - Your **security deposit** was paid in full
 - Your **rent is current**
 - There is **no major damage** to the unit*(This is often called a "Letter of Satisfaction" or "Owner Release")*

⚠ **You will NOT receive a new voucher until ALL the above are submitted.**

✔ Are You Current on Rent?

Your rent must be fully paid before moving. **Unpaid rent may result in the termination of your housing assistance.**

✔ Will You Be Out of the Unit On Time?

- ▶ **Notify your landlord** of your move-out date in writing.
- ▶ Make sure you're fully moved out by that date to avoid extra rent charges.

Important:


If you stay past your move-out date, your landlord may charge you for an **additional 30 days**. To avoid issues, communicate early and clearly. If needed, your landlord may agree to extend your move-out date through a **Mutual Termination Agreement**.

✔ Have You Checked on Your Security Deposit?

You may be eligible for a refund.
Clean the unit and make any small repairs before you leave.
If your deposit isn't refunded, your landlord must tell you why.
Unpaid charges may affect your voucher eligibility.

✔ Have You Arranged to Return the Keys?

Don't forget this simple step!
Make arrangements with your landlord to return all keys.
You may be charged extra rent until the keys are returned.

 **Questions?** Contact the Housing Authority before you move to make sure everything is in order.

**30-DAY NOTICE
TERMINATION OF LEASE
SECTION 8 TENANT VOUCHER CHOICE PROGRAM**

DATE: _____

I, _____, hereby provide notice of my intent to terminate my residency at:

Address: _____

My planned move-out date is: _____

I DO [] / DO NOT [] plan to continue my participation in the **Housing Choice Voucher Program**.

I understand that I am responsible for vacating the unit with **no unpaid rent or damages beyond the amount of my security deposit**.

I will request a **Letter of Satisfaction** from my landlord confirming the following:

- No outstanding rent is owed
- No excessive damage has occurred
- Security deposit was paid in full
-

A copy of the **Letter of Satisfaction** will be submitted to the Housing Authority.

TENANT'S SIGNATURE

DATE

TENANT'S SIGNATURE

DATE

IMPORTANT NOTICE:

If you remain in the unit beyond the expiration date of this notice, you may be personally responsible for the full contract rent amount.

OWNER RELEASE
Section 8 Housing Choice Voucher Program

I hereby agree to release:

Tenant Name: _____

from their Section 8 lease for the property located at:

Address: _____

I understand that by agreeing to release the above-named family from their Section 8 lease, I will **no longer receive Housing Assistance Payments (HAP)** beyond the **effective date** of this release.

Effective Date of Release: _____

Owner Name (Print): _____

Signature: _____ **Date:** _____

Agent Name (if applicable): _____

Signature: _____ **Date:** _____

Tenant Name (Print): _____

Signature: _____ **Date:** _____

RHA Housing Quality Standards (HQS) Inspection Checklist Summary

This checklist highlights key pass/fail items for a Housing Choice Voucher (HCV) inspection. This list is a guideline—not exhaustive—but covers most commonly cited fail issues.

REQUIRED DOCUMENTATION

- Signed Rental Agreement (tenant + landlord) submitted at lease signing
 - Utilities must be on at time of inspection (gas + electric)
-

1. Paint (Lead & General)

- No peeling, chipping, or cracking paint—inside or outside
 - Especially enforced for units built before 1978 with children under 6
 - If defective paint is found, provide lead-free certification
-

2. Utilities

- Gas and electricity must be active (including during move-in inspection)
 - One meter per unit unless the owner pays utilities
 - Clearly define utility responsibility in lease/RFTA
 - Utility responsibility changes require 60-day notice + HA approval
-

3. Security

- All exterior-accessible doors/windows must have single-cylinder deadbolts
 - No locks requiring interior keys (not allowed)
 - Bedroom windows with security bars must have quick release mechanisms
 - Solid-core exterior doors required if existing door fails HQS
-

4. Water Heater

- Must have TPR valve and proper discharge pipe (not PVC)
 - Discharge pipe must be same diameter as TPR valve
 - Gas heaters must be vented and enclosed if in living areas
 - No storage or insulation sag in heater closet
 - Electric heaters must also be enclosed with no storage unless rated
-

5. Smoke & CO Detectors

- At least 1 working **smoke detector per level** (not in kitchens/baths)
 - **Carbon Monoxide detector** outside each bedroom + one per level
 - Must be properly placed and functional
-

6. Walls & Ceilings

- Weather-tight exterior walls
 - No major interior cracks, holes over 4" = fail
 - Surfaces clean, mildew-free, and in sound condition
-

7. Windows

- Weather-tight, no large cracks/broken panes
 - Bedrooms must have one **openable** window (not blocked)
-

8. Doors

- Exterior doors must be weather-tight with locks + knobs
 - Hollow-core exterior doors = fail
 - Bedroom doors are not required but must be sound if present
 - Bathroom must have a working door and knob
 - No cracked door jams at striker plates
-

9. Flooring

- No tripping hazards, tears, bad seams, tack strips
 - Living areas must have proper flooring—bare concrete not acceptable
-

10. Plumbing

- No leaks, clogs, or rocking toilets
 - All fixtures must work and be secure
-

11. Electrical

- Kitchens: 1 outlet + 1 permanent light fixture
 - Bathrooms: 1 permanent light fixture
 - Bedrooms: 2 outlets or 1 outlet + 1 fixture
 - Cover plates required on all outlets/switches
 - No exposed/frayed wires or makeshift lighting
-

12. Heating

- Primary heating must be safe and able to heat to 70°F
 - No unvented or portable fuel-burning heaters
 - Clean furnace filters
-

13. Appliances

- Owner-supplied appliances must work properly (knobs, shelves, burners)
 - Gas stoves must light without matches
 - Microwave okay if it replaces stove in all units
 - Dishwashers must have bottom panel, no standing water
-

14. Ventilation

- Bathroom: exhaust fan or openable window required
 - Kitchen fan optional but must work if present
-

15. Fireplace

- Must have a screen or glass front
-

16. Bathrooms

- At least 1 bathroom with working toilet, sink, shower/tub
 - The shower must have curtain or proper doors
 - No cracked/lopsided toilet seats or tank lids
-

17. Bedrooms

- 70 sq ft minimum
 - At least 1 openable window for egress
 - No code violations if basement/garage conversions
 - Closets optional; if present, must be functional
-

18. Yard Maintenance

- No overgrown grass (>12"), no hazardous debris
-

19. Pests

- No roaches or vermin; owner responsible for extermination
-

20. Pets

- Must be leashed or secured during inspection
 - No excessive pet waste indoors or in the yard
-

21. Garbage & Debris

- No garbage buildup inside or outside
-

22. Storage

- Garage/sheds must have 3 ft clearance paths
 - No excessive hoarding or blocked exits
 - Owners cannot store personal items in unit/garage
-

23. Vehicles

- No inoperative vehicles or hazards like jacks/oil leaks
 - Remove neighborhood blight vehicles
-

24. Pools/Spas

- Written maintenance agreement required
 - Water must be clean; empty pools = safety hazard
 - No broken ladders, boards, or unsafe decks
-

25. Mobile Homes

- Must be stable and anchored properly
 - Hookups must be accessible
-

26. Exterior

- Roof must not leak
 - No large concrete cracks or trip hazards
 - Secure fencing/gates
 - Address number visible from street
 - Crawlspace screens must be intact
 - Stairways with 4+ steps must have handrails
-

27. Access to Unit

- Tenant must have private entrance—not through another unit
-

28. Modifications

- Any unit changes (esp. accessibility) must be approved by HA

MOVING PACKET

1. Moving Checklist

This checklist will help ensure that the move is organized and in compliance with SHRA guidelines.

Moving Checklist:

- **30-Day Notice:** Notify SHRA and landlord of intent to move.
- **Pre-Inspection:** Schedule an inspection with the Housing Authority before moving out.
- **Rental Payments:** Ensure all rent is paid up to date before moving.

- **Return Keys:** Return all keys, garage openers, or other property to landlord.
- **Property Condition:** Ensure the property is clean and in good condition before leaving.
- **Forwarding Address:** Provide your forwarding address to the Housing Authority and landlord.

Request for Tenancy Approval

Housing Choice Voucher Program

**U.S Department of Housing and
Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0169
exp. 04/30/2026

When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance.

1. Name of Public Housing Agency (PHA)			2. Address of Unit (street address, unit #, city, state, zip code)		
3. Requested Lease Start Date	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt	8. Date Unit Available for Inspection
9. Structure Type <input type="checkbox"/> Single Family Detached (one family under one roof) <input type="checkbox"/> Semi-Detached (duplex, attached on one side) <input type="checkbox"/> Rowhouse/Townhouse (attached on two sides) <input type="checkbox"/> Low-rise apartment building (4 stories or fewer) <input type="checkbox"/> High-rise apartment building (5+ stories) <input type="checkbox"/> Manufactured Home (mobile home)			10. If this unit is subsidized, indicate type of subsidy: <input type="checkbox"/> Section 202 <input type="checkbox"/> Section 221(d)(3)(BMIR) <input type="checkbox"/> Tax Credit <input type="checkbox"/> HOME <input type="checkbox"/> Section 236 (insured or uninsured) <input type="checkbox"/> Section 515 Rural Development <input type="checkbox"/> Other (Describe Other Subsidy, including any state or local subsidy) _____		

11. Utilities and Appliances

The owner shall provide or pay for the utilities/appliances indicated below by an "O". The tenant shall provide or pay for the utilities/appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

Item	Specify fuel type	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Heat Pump <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Other	
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Other Electric		
Water		
Sewer		
Trash Collection		
Air Conditioning		
Other (specify)		
		Provided by
Refrigerator		
Range/Microwave		

12. Owner’s Certifications

- a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

Address and unit number	Date Rented	Rental Amount
1.		
2.		
3.		

- b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

- c. Check one of the following:

- Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.
- The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.
- A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. The PHA has not screened the family’s behavior or suitability for tenancy. Such screening is the owner’s responsibility.

14. The owner’s lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family if the unit is not approved.

OMB Burden Statement: The public reporting burden for this information collection is estimated to be 0.5 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Collection of information about the unit features, owner name, and tenant name is voluntary. The information sets provides the PHA with information required to approve tenancy. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Notice: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by 24 CFR 982.302. The form provides the PHA with information required to approve tenancy. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Owner/Owner Representative Signature		Head of Household Signature	
Business Address		Present Address	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)



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Property Management List

Valley Fair Realty

508 Forbes Ave
Yuba City
530-673-3916
www.valleyfairrentals.com

Heritage Property Management

890 Richland Road
Yuba City
530-673-8696
www.yubasutterrental.com

Certified Realtors

459 ½ N Palora Ave
Yuba City
530-671-9010
www.certifiedrealtorsinc.com

Mountain Valley Property Mgmt.

404 S Auburn Street
Grass Valley
530-272-1631
www.mvalleypm.com

Select Property Management

409 Century Park Drive #1
Yuba City
530-671-8181
www.selectpropmgt.com

Goodman Gals

317 D Street
Marysville
530-329-6648
www.goodmangals.com

Feather River Property Management

1634 Starr Drive, Unit A
Yuba City
530-599-8955
www.featherriverpm.com

TK Property Group

970 E Main Street, Suite 103
Grass Valley
530-559-2375



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