



Tel: 574-235-9346
Web: www.hasbonline.com
501 Alonzo Watson Drive
South Bend, IN 46601

REQUEST TO TRANSFER UNITS

South Bend Housing Authority

Thank you for your request. If you have submitted all the required verification documents, your Housing Specialist will contact you to schedule a transfer appointment. This form must be turned in **before the 20th day of the month**. The South Bend Housing Authority **WILL NOT** approve Requests to Transfer Units with less than a **30-day notice**.

The following items **MUST** be submitted with this form:

- Copy of your 30-day Notice to Vacate
- Letter of good standing from your current landlord
- All household income information (i.e., check stubs, child support, pension, etc.)

Name: _____

Current Address: _____

Telephone Number: _____

Last Month to Occupy Current Unit: _____

Please chose **only ONE** option below:

_____ **OPTION 1:** I want to remain in my current jurisdiction (South Bend).

_____ **OPTION 2:** I want to transfer my voucher to another Housing Authority's jurisdiction (other city) as indicated below:

Name of Housing Authority: _____

Address of Housing Authority: _____

Name of Contact Person: _____

Email of Contact Person: _____

Telephone Number of Contact Person: _____

Head of Household's Signature

Date