



HOUSING AUTHORITY OF JACKSON COUNTY

2251 TABLE ROCK MEDFORD OR 97501
PH/TDD (541) 779-5785 FAX (541) 857-1118

Steps to Move

- ❑ Provide your Caseworker with a copy of your written 30-day notice signed by your landlord. or provide the notice that you received from your landlord.
- ❑ The referral list is available on our website or you may request a hard copy. It lists units that are available for rent and will accept a Section 8 Voucher.
- ❑ After you bring your notice into the office, you will be required to attend a move appointment with your caseworker before you are approved to move. You will need to contact them right away to make the appointment.
- ❑ Your household circumstances are verified and your rent criteria are determined.
- ❑ At this appointment, you will be given all information to move successfully. You will sign a new Voucher and be given the appropriate paperwork to turn in to have the unit you select inspected.

IMPORTANT!

Do not pay any deposits to any landlord until after your move appointment to make sure that the unit you're applying for meets the criteria for your household. If the rent is too high based on your income, you will not be able to move into that unit and you will lose your deposit to hold.

Units are not "HUD approved", although some landlords advertise this way. All this means is that they are willing to take a Section 8 Voucher. The unit must still pass inspection before it is actually approved, even if a Section 8 tenant used to live there. Do not pay deposits until the unit passes inspection.

The above steps must be taken to move in good standing with our agency.