

Tips :



1. You can pick up weekly updated rental listings at SHA (in the lobby or website) Check newspapers, nickel ads, For Rent booklets, property management offices, craigslist, etc.
2. Check out the area that you desire to live in. Check with the police department to see how many times they have been out to that area and for what type of calls. Websites to check out: www.cityofsalem.net/Departments/Police Then select locate crime statistics, or www.crimereports.com/# then type in the address of the unit you are maybe wanting to rent.
3. Tell perspective landlord if you have something that will show on a background check or credit check so that you are not paying out a lot of application fees.
4. Go by on a Friday/Saturday night, see what kind of activity goes on.
5. Is it close to schools, work, shopping, banks, doctors offices, bus stops etc...
6. Change address with Post Office.
7. Make sure your vehicle is neat and clean, Wear clean, neat clothing.
8. Is the unit energy efficient?
9. Change address with DMV, required to do within 30 day of a move.



Don't forget that you are not able to move during the first year of your lease.

Your Housing Specialist Is:

Please only leave one message, clearly stating your name, good phone number and voicemail, your Housing Specialist will respond to you within 24 hours

Housing Email: housing@cityofsalem.net
Website: www.cityofsalem.net/sha

FAX: 503-588-6465

Last Name:	Housing Specialist:	Phone:	Email:
A to C	Jamie Baldwin	503-373-3811	jbaldwin@cityofsalem.net
D to HE	Leona Kernel	503-587-4808	Lkernal@cityofsalem.net
Hi to Ma	Lynette Brown	503-763-3115	Lbrown@cityofsalem.net
Mc to Rh	Raquel Bazan	503-373-3812	Rbazan@cityofsalem.net
Ri to U	Sida Cuencia	503-588-6470	Scuencia@cityofsalem.net
V to Z	Kathi LaCroix	503-588-6461	Kacroix@cityofsalem.net



Drug & Violence-Free Housing

The Salem Housing Authority is committed to promoting drug and violence-free housing



Salem Housing Authority Section 8 Housing Choice Voucher Program

Moving....



503-588-6368
Salem Housing Authority
360 Church St SE
Salem OR 97301



The process of moving.....



****If you have been in your unit for less than one year, you may not be eligible to move at this time. Do not move until you have met with your Housing Specialist and have been approved to move****

1 Contact your Housing Specialist for a move appointment. A move recertification packet will be mailed to you. Please make sure SHA has your *current* address. You must bring the *completed* packet to your scheduled appointment. You will not be seen for your appointment if your packet is not completed, and your moving process will be delayed.

2. Your notice must be a written minimum 30 day notice or mutual termination. A copy must be given to your Housing Specialist at the time of your appointment and one copy should be kept for your records.

3. Your notice should go through the end of a month, because the Salem Housing Authority (SHA) cannot start paying rent in the new unit until the 1st day of the following month or the date it passed inspection, which ever is the later date. (example: if your notice is up on the 15th of the month, your contract could start on the 1st of the following month.) If your unit passed inspection on or prior to that date.



4. If your income can be verified/certified at the time of the appointment, a Housing Choice Voucher and a "Request for Tenancy Approval" packet will be issued. However, if your income can not be verified/certified. A voucher will not be issued until SHA has all the documentation needed.

5. When you bring in your packet, you *must* be seen by your Housing Specialist. Times are Monday through Friday, 3:00 to 3:30 pm.

6. The unit *must* pass the Housing Quality Standards (HQS) inspection before assistance begins. This may take up to 3 to 5 business days.

7. If you decide not to move, you must provide documentation signed by *both* you and the landlord that you are rescinding the move out notice. The notice needs to be given to your Housing Specialist before the move out effective date to resume rental assistance in your current unit.

8. If you move without giving proper written notice to the Landlord and SHA, you will be giving up your housing assistance and will not have an opportunity to request an informal hearing.

9. *You must leave your previous unit in good repair and pay any unpaid rent and utilities. Your housing assistance can be terminated if you leave your unit damaged, dirty, leave personal items for or garbage.*



10. Portability to another Housing Authority, please call your Housing Specialist for the current information.

11. Application fees are *your* sole responsibility. SHA does not help with this. Security Deposit help may or may not be available, check with your Housing Specialist for current information.



12. Moving due to Domestic Violence. Contact your Housing Specialist or come into the SHA to obtain the Domestic Violence certification packet. Once you have completed the packet, submit it along with any documentation that is required. Upon review of your *completed* packet, your Housing Specialist will contact you to schedule an appointment.