

VAWA Instructions for Housing Case Managers

What Document	When
HUD Notice of VAWA Occupancy Rights	Presented to all household adults at program admittance or denial, at notice of eviction and/or termination of assistance. Also given to Landlord if she plans to evict tenant.
Lease Addendum	Completed and signed by LL and Tenant at Lease Signing
Emergency Transfer Request	Completed as needed. If a client needs to request and emergency transfer, an emergency transfer request form must be completed.
Optional Certification Form	At program admittance or denial, at notice of eviction and/or termination of assistance.