



Moving Notification Form

Instructions

- Fill out all sections completely before submitting. These forms must be submitted by the **25th of the month prior to your move.**
- Attach the lease agreement and include landlord contact information.
- Confirm all utilities at the new address are set up. Attach documentation if unable to transfer (e.g., bills or invoices) and note the cost.
- Email the completed form and attachments to financesupport@ohionetworkforinnovation.com.

Client Information

Client Name:	
Previous Address:	New Address:

Lease Information:

Lease start date:		<input type="checkbox"/> Include copy of signed lease
Landlord Name:	Landlord Address:	Landlord Phone Number:
Deposit Cost:		Monthly Rent:
List roommates (if any) including their names and payees, if applicable.	Roommate Payee Contact Information:	Will rent be split evenly? <input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Notes:		



Utility Information:

****Clients are responsible for switching their utilities and ensuring bills are sent to ONI at 1 Avalon Rd, Mt. Vernon, OH 43050.*

Utility:	Current Provider:	New Provider:	Setup Completed: (Confirm before submitting)
Gas:			<input type="checkbox"/>
Electric:			<input type="checkbox"/>
Cable:			<input type="checkbox"/>
Phone:			<input type="checkbox"/>
Internet:			<input type="checkbox"/>
Other:			<input type="checkbox"/>

If the utility bill is going to be in someone else's name, please provide:

- A copy of the bill or invoice, including the account number and name of the account holder.
- Name of person or organization who will be sending the bill to ONI: _____.
- How many people are splitting the bill: _____.

Additional Requirements:

- Notify Job and Family Services Not applicable
- Plan for moving costs

Completed by: _____ Date: _____

Email: _____ Phone: _____

Internal Use Only:

	Date	Completed by:
Notification Received:		
Reviewed & Verified Lease:		
Confirmed Deposit & Rent Amount:		
Notified SSA:		
Other:		