

## PORTABILITY REQUEST FORM

Under the Section 8 Housing Choice Voucher Program, families can move their assistance from one unit to another under certain conditions. "Portability" means moving from one housing authority's jurisdiction into another housing authority's jurisdiction.

In order to move into a unit within the jurisdiction of a different housing authority (port out) you must meet at least the following criteria.

1. You have been receiving housing assistance in the jurisdiction of your current housing authority for at least one year.

If you believe that you are eligible to port, and you would like to transfer your housing assistance to a unit in a different housing authority's jurisdiction. Please fill out the form below. Your request will not be processed until the Housing Authority received a copy of your intent to vacate letter. Please be aware that it could take up to 10 business days to review and process your Portability Request Form depending on the number of requests pending. If you cancel your request and wish to port to new location, you will need to submit a new Portability Request form and that could take up to 10 days to process. Initial here: \_\_\_\_\_

Name of Head of Household \_\_\_\_\_

Home Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Please list the PHA's information in which you would like to move:

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone number \_\_\_\_\_

Fax number \_\_\_\_\_

Email Address \_\_\_\_\_

X \_\_\_\_\_

Print Head of Household Name

Signature

Date