



## Portability Request

**Portability is the ability of a Housing Choice Voucher holder to move with continued assistance from one housing authority’s jurisdiction to another.**

Head of Household	
Address	
City, State, Zip	
Phone Number	
Email address	
Reason for Port request	
Date vacating current unit	
Approximate date of transfer	

**Please transfer my Housing Choice Voucher to:**

**Housing Authority Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Statement:**

\_\_\_\_\_ I understand that my request is not automatically approved. If I am not in good standing with my lease agreement, program rules, owe money to Housing Connect or other program violations, I will not be able to port.

\_\_\_\_\_ I understand that Housing Connect will not pay my current landlord rent passed the date listed on the Notice to Vacate form.

\_\_\_\_\_ I understand that Housing Connect will send Portability papers to the Housing Authority indicated above. If I choose to go to a different Housing Authority I must do a new port request form.





\_\_\_\_\_ I understand that I will follow the Payment standards (rent), occupancy policy (voucher size), policies and regulations of the Housing Authority that I am porting too as I will be under their jurisdiction.

\_\_\_\_\_ I understand the Housing Authority that I am porting to may require me to:

- Require a new criminal background check to be processed for family members
- Provide current verification of information concerning my family composition
- Provide current income verification such as employment verification, current Social Security income award letters, Veteran's Pension statements, child support, other income sources.
- Provide assets such as bank statements, 401k statements, Life insurance Policies
- Provide original Social Security cards for all family members, Birth Certificates / I-94 / Naturalization certifications
- Provide Certification of citizenship status
- And other verifications they deem necessary according to their policies and procedures.
- I understand that I will be required to pay all moving expenses such as moving truck, hotel rentals, future deposits, application fees, etc. Housing Connect will not be responsible for any fees related to porting my housing choice voucher subsidy.

\_\_\_\_\_ I understand that the portability process may take a few weeks to complete the process.

\_\_\_\_\_  
Head of Household Signature

\_\_\_\_\_  
Date

05/8/2020

