



Community Development Commission of Mendocino County

1076 N. State St., Ukiah, CA 95482

707/463-5462

Fax: 707/463-4188

TDD: California Relay 711

PORTABILITY REQUEST FORM

"Portability" means moving from one housing authority's jurisdiction into another housing authority's jurisdiction. **Complete page one of this form and supply the completed form to CDC.** Once received CDC will determine if you are eligible to port out. Once a determination has been made you will be notified in writing by CDC.

To be completed by the Housing Choice Voucher Participant

Head of Household: _____ Today's Date: _____

Phone Numbers: Home: _____ Work: _____ Cell: _____

Have you given your landlord a Notice to Vacate?Yes No n/a

Have you given a copy of the Notice to Vacate to CDC?Yes No n/a

Are you currently being evicted?Yes No n/a

I request to transfer/port-out my Housing Choice Voucher to the following jurisdiction:

Housing Authority: _____

Telephone Number: _____ Fax Number: _____

Address: _____

Date I anticipate vacating my current unit: _____

- **For families currently receiving rental assistance the portability paperwork will not be sent to the receiving Housing Authority until CDC has received a copy of the Notice to Vacate (at least 30 days' notice required) supplied to the current landlord/owner.**

I understand that the receiving Housing Authority may require additional information from my household.

Next Steps in the portability process:

If CDC determines your family is eligible to Port-out and if applicable have received a copy of the Notice to Vacate, CDC will send your information to the receiving housing authority where you wish to relocate.

Once CDC sends the Portability Packet to the receiving Housing Authority we will notify you by mail with the receiving Housing Authorities contact information. You will then be required to promptly contact the receiving Housing Authority to inquire about any additional requirements that may apply.

Head of Households Signature

Date



Persons requiring an accommodation due to a disability may request such an accommodation at any time during this process.





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Portability Request Form

AGENCY USE ONLY

HOH: _____

HPS: _____

Receiving Housing Authority: _____ Fax # _____

CDC recently received a portability request form from one of our Housing Choice Voucher Participants. Please complete the following information and fax back to this agency as soon as possible.

Mailing Address: _____

- This Housing Authority will absorb the family upon receipt of the HUD- 52665.
- This Housing Authority will not absorb the family and will bill your agency upon receipt of the HUD- 52665.

Please indicate the following:

Income Limits for a household size of _____: _____

(Does not apply for current program participants, only applicants)

Payment Standards:

Studio: _____ One Bedroom: _____ Two Bedroom: _____

Three Bedroom: _____ Four Bedroom: _____

Name and Phone Number of Housing Authority Representative this participant may contact.

Name

Phone #

Signature of HA Representative who completed form

Title

Phone #

Date



Persons requiring an accommodation due to a disability may request such an accommodation at any time during this process.



How Portability Works

What is Portability?

"Portability" in the Housing Choice Voucher (HCV) program refers to the process through which your family can transfer or "port" your rental subsidy when you move to a location outside the jurisdiction of the public housing agency (PHA) that first gave you the voucher when you were selected for the program (**the initial PHA**).

The agency that will administer your assistance in the area to which you are moving is called the receiving PHA.



New families have to live in the jurisdiction of the initial PHA for a year before they can port. But, the initial PHA may allow new families to port during this one-year period.

What Happens Next?

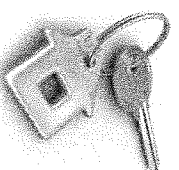
1. You must notify the initial PHA that you would like to port and to which area you are moving.
2. The initial PHA will determine if you are eligible to move. For example, the PHA will determine whether you have moved out of your unit in accordance with your lease.
3. If eligible to move, the initial PHA will issue you a voucher (if it has not done so already) and send all relevant paperwork to the receiving PHA.
4. If you are currently assisted, you must give your landlord notice of your intent to vacate in accordance with your lease.

Contacting the Receiving PHA

1. Your case manager will let you know how and when to contact the receiving PHA. Your case manager must give you enough information so that you know how to contact the receiving PHA.
2. If there is more than one PHA that administers the HCV program where you wish to move, you may choose the receiving PHA. The initial PHA will give you the contact information for the PHAs that serve the area. If you prefer, you may request that the initial PHA selects the receiving PHA for you.

Generally, the initial PHA is not required to give you any other information about the receiving PHAs, but you may wish to find out more details when contacting them (such as whether the receiving PHA operates a Family Self-Sufficiency or Homeownership program).

How Portability Works



Before Porting, Things You Should Know

Subsidy Standards: The receiving PHA may have different subsidy standards. In other words, the initial PHA may have issued you a three-bedroom voucher, but the receiving PHA may, if appropriate for your family, issue you a two-bedroom voucher. Note, however, that the PHA's subsidy standards must comply with fair housing and civil rights laws. This includes processing reasonable accommodation requests that are necessary for qualified individuals with disabilities.

Payment Standards: The payment standards of the receiving PHA may be different for each PHA. Payment standards are what determine the amount of the rent that the PHA will pay on your behalf. If a receiving PHA's payment standards are lower than the initial PHA, then the portion of the rent you pay may be more than what you were paying at the initial PHA.

Re-screening: The receiving PHA may re-screen you using their own policies, which may be different than the initial PHA's policies and could result in them denying your request to move. When contacting the receiving PHA, you may want to ask whether they re-screen families moving into their area under portability and what are their policies for termination or denial of HCV assistance. This will assist you in determining if the receiving PHA's policies might prevent you from moving to their jurisdiction.

Time Management: You should manage the move so that you have enough time to arrive at the receiving PHA before the initial PHA voucher expires; otherwise, you may lose your assistance.

See front for more details

Once at the Receiving PHA

1. The receiving PHA will issue you a voucher to search for a unit in its jurisdiction. Your voucher must be extended by 30 days from the expiration date on the voucher issued by the initial PHA.
2. When you submit a request for tenancy approval, the time on your voucher will stop until you are notified in writing whether the unit is approved or denied. The request for tenancy approval is the form you will submit to the receiving PHA once you find a unit, so that the receiving PHA can determine whether you may rent that unit under the program.
3. If you decide that you do not want to lease a unit in the area, the receiving PHA will return your voucher to the initial PHA. The initial PHA is not required to, but may, extend the term of your voucher so that you may search for a unit in the initial PHA's jurisdiction or port to another jurisdiction.

Any additional instructions will be provided by the receiving PHA.

PHAs must comply with all nondiscrimination and equal opportunity requirements in the portability process, including, but not limited to, the Fair Housing Act, Section 504 of the of the Rehabilitation Act, Title VI of the Civil Rights Act, and title II of the Americans with Disabilities Act.

See front for more details