



PORTABILITY REQUEST FORM

Under the Section 8 Housing Choice Voucher Program (HCVP) aka Section 8 tenant-based voucher, families can use their voucher issued in one Housing Authority jurisdiction to move to another jurisdiction where the program is administered by a different local Public Housing Agency (PHA) aka Housing Authority. This is called "portability".

AM I ELIGIBLE TO MOVE TO A DIFFERENT CITY OR STATE?

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

1. The head of your household or spouse had legal residence in the jurisdiction of your current housing authority at the time your family placed your name on the waiting list for the Section 8 Housing Choice Voucher Program.
2. You have been receiving housing assistance in the jurisdiction of your current housing authority for at least one year.
3. You have fulfilled your current lease agreement or have written landlord permission to vacate and have given proper written notice to owner as well as Housing Authority.

If you believe 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.

Name of Head of Household: (Please print) _____

Home Address: _____

Mailing Address: (if different than above) _____

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

Please provide as much of the following information as possible regarding the area you would like to port to.

Housing Authority: _____

City: _____

Contact Person: _____

County: _____

Address: _____

State: _____

Phone #: _____ Fax #: _____

Next steps in the portability process:

1. We will contact the housing authority that covers the area you would like to move into. We will inform the other housing authority that you wish to "port in" to their jurisdiction, and confirm that they are receiving portable vouchers.
2. Next, your current housing authority, and the housing authority in the location you wish to move must approve your request to port out. Our representative will inform you whether or not your request has been granted.
3. If both housing authorities have approved your request, we will process your portability documentation, and your program documents will be sent to the housing authority where you will move.
4. You will need to contact your new housing authority to inquire about any additional requirements that they may have.
5. The Housing Authority of the City of Loveland will process your request within 5 working days of the receipt of this form.

Signature of Head of Household

Date

Portability – Section 8 Voucher HACOL – Portability Procedure

Under the Section 8 Housing Choice Voucher Program, participants are allowed to utilize a voucher in areas outside of the jurisdiction of the PHA in which they received original assistance.

- Voucher holders must have utilized their HCV in the jurisdiction of the “giving or receiving PHA” for a minimum of one year.
- HCV holders must be in good standing with no outstanding debts or required paperwork due to the PHA.

Once these requirements are met, HCV holders may request portability to an area of their choice by completing a written request form submitted to their HACOL Section 8 Housing Coordinator. This form must be completed, signed and dated. Names and phone number of the PHA (receiving) in which the request is being submitted too is suggested for expedience of processing. The Housing Coordinator will contact the receiving PHA in the location of choice within a 5 (five) working day period to begin the portability process. Portability will not be granted without the required signed and dated form. Should the receiving PHA not be receiving HCV holders, the HACOL staff will notify the requesting participant whom may request a new jurisdiction through completion of a new form. Written request must be made by the HCV participant for each requested move.

HCV = Housing Choice Voucher

Receiving PHA = PHA in location of requested move

Dated: 4/27/09

RAB: 4/29/09