



PORT OUT REQUEST FORM

In order to move to another Public Housing Authority's (PHA) jurisdiction, while retaining your Housing Choice Voucher assistance, the Head of Household must complete and return this form to the Prince William County Office of Housing and Community Development (OHCD) along with a Lease Termination Agreement/Notice.

TENANT INFORMATION		
Head of Household:	Entity ID:	
Current Address:	Cell/Home Phone:	
	E-Mail:	
Reason for requesting a portability:		
If you are an applicant, a resident of Prince William County at the time of admission into the program: ☐ YES ☐ NO		
If you are a participant, have you been receiving assistance for at least one year: ☐ YES ☐ NO		
Is a family member currently enrolled in the Family Self-Sufficiency (FSS) Program: ☐ YES ☐ NO ☐ N/A		
HOUSING AUTHORITY INFORMATION		
State:	County:	City:
Name and Address of new Housing Authority (PHA):	Name of Portability Officer:	
	Fax:	
	Phone number:	
	E-Mail:	

I understand that to process this request, OHCD will forward to the PHA listed above any and all paperwork in my client file that it deems necessary. I further understand that this request is subject to certain eligibility requirements by both the OHCD and the new housing agency, and that my request may be denied should I fail to meet these requirements (JCHA requirements listed on page two of this form.)

Head of Household Signature

Date

For Office Use Only

Date request received: _____

Date Client Contacted: _____

☐ Client is in good standing with the OHCD

Client ☐ owes ☐ does not owe money to a housing authority

Amount: \$ _____ Agency: _____

Date PHA Contacted: _____

Person Contacted: _____

☐ Receiving PHA will absorb

☐ Receiving PHA will bill

Date of Admission: _____

☐ Client approved to port:

Housing Program Specialist Signature

Date



AM I ELIGIBLE TO MOVE INTO A UNIT IN A DIFFERENT HOUSING AUTHORITY?

In order to move through the portability feature of OHCD's Housing Choice Voucher program, you must meet the following eligibility requirements:

Participant, you...

1. Have lived in your current unit for at least a year, except in emergency cases;
2. Have not moved within the previous 12 months;
3. are not currently in violation of the program obligations;
4. Do not currently have an *Intent to Terminate Notice* issued to you;
5. Do not have an open RFTA ;
6. Do not have any current tenant-caused HQS violations;
7. Have a fully executed repayment agreement if you owe money to an HCV program;
8. Are up-to-date on your payments under an existing repayment agreement;
9. Have completed your annual recertification within the past 12 months;
10. Have provided income information for verification including Social Security/SSI benefits, child support, unemployment, etc.;
11. Have provided a picture ID for all adults in the household, as well as Social Security cards and birth certificates for all household members; and
12. Meet all the eligibility requirements of the housing agency to where they would like to port.

Applicant, you...

1. Have been a resident of PWC for at least one year at time of admission into the program;
2. Have provided income information for verification including Social Security/SSI benefits, child support, unemployment, etc.;
3. Have provided a picture ID for all adults in the household, as well as Social Security cards and birth certificates for all household members; and
4. Meet all the eligibility requirements of the housing agency to where they would like to port, including income limits and payment standards.

WHAT ARE THE NEXT STEPS IN THE PROCESS?

STEP 1: Upon receipt of request, OHCD will verify that you are eligible to port-out according to the requirements listed above. If you are eligible to port, you will be scheduled for an appointment with our portability specialist to discuss your case. If you are not eligible to port, you will receive written notice of the agency's decision.

STEP 2: Portability specialist will provide you with a portability eligibility packet, which you must complete and return to us. It is your responsibility to contact your chosen housing agency to obtain the necessary information in order for your paperwork to be submitted to them and provide this information to us.

STEP 3: Once all documents are in and we have received landlord confirmation that you may move, you will be scheduled for Voucher Issuance Briefing where you will receive your portability voucher and RFTA packet. The voucher time is 60 days with two possible 30 day extensions upon approval.

STEP 4: You begin to search for unit in the area to which you desire to move and submit the RFTA packet to the new housing agency you have chosen.

WHAT IS THE PROCESSING TIME?

Processing time is approximately 15-30 days, provided we receive all the necessary requirements from you in a timely manner.

HOW CAN I OBTAIN A LISTING OF AVAILABLE HOUSING AGENCIES?

You may visit the HUD website:

https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/pha/contacts