

HOUSING AUTHORITY OF THE CITY OF YUMA

420 South Madison Avenue

Yuma, Arizona 85364

PORTABILITY REQUEST

In the Section 8 Housing Choice Voucher Program, "portability" is when a family moves its assistance from one housing authority's jurisdiction to another housing authority's jurisdiction. To be eligible to request portability, a family must meet at least one of the following criteria:

1. The family must have had legal residence in the jurisdiction of HACY at the time the family placed its name on the Section 8 waiting list; OR
 2. The household has been receiving housing assistance from HACY for at least one year.
- If you believe you are eligible to port and you would like to transfer your housing assistance to a different housing authority's jurisdiction, please fill out the information below and return to the above address.

NAME OF HEAD OF HOUSEHOLD:

Address:

Apt. #:

Telephone: Home:() Wk:() Cell:()

WHERE DO YOU WANT TO MOVE TO?

City:

County:

State:

Name of Public Housing Authority (PHA) and contact information (if known):

PHA Name: _____ Contact: _____

PHA Address: _____

_____ Email: _____

PHA Phone: _____ Fax: _____

NEXT STEPS in the portability process:

1. HACY will contact the housing authority for the area you would like to move into and inform them that you wish to "port in" to their jurisdiction, and confirm that they are receiving portable vouchers.
2. Next, your request to port out must be approved by both HACY and the housing authority in the location you wish to move. HACY will inform you whether or not your request has been granted. HACY will notify you of the determination. Completing this form does not serve as notice to your landlord. After receiving HACY approval, you must give your landlord a separate written notice in accordance with your lease agreement and send HACY a copy.
3. If your request is approved by both housing authorities, HACY will process your portability documentation and your documents will be sent to the housing authority where you will move.
4. Failure to comply with all requirements of the portability process as outlined in the Relocation and Porting Information notice can result in your voucher being canceled at any time.
5. HACY Determination will be mailed to you within 5 Business Days of receipt of this document.

Head of Household Signature _____ Date: _____

For Office Use Only:	PHA is Absorbing: _____	PHA is Billing: _____
Current Bedroom Size: _____	Outgoing PHA Bedroom Size: _____	
Current Payment Standard: _____	Outgoing PHA Payment Standard: _____	
Approved: _____	Denied: _____	Date placed on waitlist: _____