

## **PROCEDURE FOR TRANSFERRING HOUSING ASSISTANCE TO ANOTHER HOUSING AUTHORITY**

The Housing Choice Voucher may be used in most areas of the United States. The following is a list of procedures you must follow and information you need to be aware of when transferring to another Housing Authority.

1. Contact your Occupancy Specialist to see if you are eligible at this time to transfer your assistance to another Housing Authority.
2. Fill out the attached Portability Request form completely. Be sure to include the name and address of the Housing Authority who has jurisdiction over the area you wish to move.
3. You must give a 30 day notice to your landlord and provide your Occupancy Specialist with a copy of the notice.
4. Your Occupancy Specialist will have you sign a voucher which will be effective the day after the end of your notice to your landlord. Your voucher will expire within 60 days of the issue date.
5. We will mail your file to the appropriate Housing Authority. You will need to contact them to see if they have received your file. You will be required to follow their intake procedures and receive your rent limits at your briefing.
6. Be sure to leave your current unit in good repair and no money owing your landlord. Violations of your lease and the Housing Authorities rules can result in termination of your assistance even after you have moved out.