

## FAMILY REQUEST FOR PORTABILITY

If you select a unit that is not located in Washington County, **you must complete and submit this form** to the Washington County Housing Authority. In order to accurately complete this form, you are advised to contact the Housing Authority that administers the Housing Choice Voucher Program for the neighborhood where you wish to live. Some counties have more than one Housing Authority, so it is **very important** that you speak to a Section 8 representative to verify that the unit you wish to rent is located within their Housing Authority's jurisdiction. Inaccurate or incomplete information on this form will result in a delay in processing your *Request for Portability*.

After you have completed and returned the *Request for Portability*, the Washington County Housing Authority will prepare and send your portability packet to the Housing Authority whose name and address appear below. You should then contact that Housing Authority for further instructions.

If the receiving Housing Authority indicates that they intend to administer and bill the Washington County Housing Authority, your request for portability may not be approved if the payment standard of the receiving Housing Authority are higher than the payment standards for Washington County.

---

### To be completed and signed by the Head of the Household

**PLEASE PRINT CLEARLY:**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_  
Email: \_\_\_\_\_

---

Name of the Receiving Housing Authority:  
(Where you wish to Port to) \_\_\_\_\_

Mailing Address of the Receiving  
Housing Authority: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Phone number & extension of the  
person you spoke with: \_\_\_\_\_ FAX # \_\_\_\_\_

Name of the Portability  
Administrator / Specialist: \_\_\_\_\_ Date of Contact: \_\_\_\_\_

Email Address of the Portability  
Administrator / Specialist: \_\_\_\_\_

Signature of Head of Household: \_\_\_\_\_ Date: \_\_\_\_\_

Return this completed form to:

**Washington County Housing Authority  
ATTN: Housing Choice Voucher  
100 Crumrine Tower Franklin Street  
Washington, PA 15301**

**IMPORTANT:** SUBMITTING AN **INCOMPLETE FORM** WILL CAUSE A DELAY AND POSSIBLE DENIAL OF PORTABILITY

**Have you attached or provided a signed copy of your 30 day vacate notice that you gave to your current owner?**

YES     NO    If no, please provide the WCHA office a copy of that notice.

## **PROCEDURE FOR MOVING**

This is a summary of the procedure **you must follow** if you wish to move from your present unit to a different unit while participating in the Section 8 Housing Choice Voucher Program.

The Housing Authority requires a **30-DAY** written notice of intent to move. The 30 days must include an entire calendar month, as the Housing Authority does not subsidize part of a month and does not subsidize two units for the same month.

### **THE FOLLOWING PROCEDURE MUST BE FOLLOWED IF YOU WISH TO MOVE AFTER THE INITIAL TERM OF THE LEASE:**

1. Write a letter to your present landlord stating that you plan to vacate the unit in 30 days. This letter must include the landlord's name, your address and telephone number and the date.
2. Make copies of the letter. Keep a copy for your records.
3. Mail or give the original letter to the landlord. Immediately provide a copy to the Section 8 Department.
4. Obtain current income verification and any other information that is needed in determining your rental payment.
5. The Housing Authority will then mail a *REQUEST FOR INFORMATION* form to the landlord to determine if you are leaving the unit in good standing and according to the terms of the lease. You will receive a notice from the Housing Authority regarding the status of your request to move. Please read the notice carefully as it will provide you with further information regarding your request to move and updating your file.
6. If you are eligible to move, you will be required to schedule an appointment with the Section 8 office to sign updated paperwork. You may then be issued a moving packet that contains a Request for Tenancy Approval along with your moving voucher.
7. After locating your new unit, return your moving voucher and the Request for Tenancy Approval Packet completed by you and the new landlord to the Housing Authority.
8. After the completed Request for Tenancy Approval is received, the Housing Authority will contact the landlord of the new unit to schedule an inspection of the unit. The unit must pass the inspection before the first day of the month in order to receive any rental assistance for that month.

**YOU MUST HAVE LANDLORD'S WRITTEN PERMISSION TO BREAK THE LEASE IF YOU WISH TO MOVE DURING THE INITIAL TERM OF THE LEASE**

The **WRITTEN** statement from the landlord must include **ALL** of the following information:

- \_\_\_ landlord's name and telephone number
- \_\_\_ landlord's written agreement to terminate the lease
- \_\_\_ must state that you are in good standing with the landlord
- \_\_\_ must state that you are current with your rent
- \_\_\_ must state that you do not owe money for known damages to the unit
- \_\_\_ the effective date of termination of the lease (must be at least 30 days after the date the Housing Authority receives the release agreement)

**THE FOLLOWING PROCEDURE MUST BE FOLLOWED IF YOU WISH TO MOVE TO A UNIT THAT IS NOT LOCATED IN WASHINGTON COUNTY:**

If you select a unit that is not located in Washington County, you must complete and submit a **FAMILY REQUEST FOR PORTABILITY** form.

In order to accurately complete this form, you are encouraged to contact the Housing Authority that administers the Housing Choice Voucher Program for the neighborhood where you wish to live. Some counties have more than one Housing Authority, so it is very important that you speak to a Section 8 representative to verify that the unit you wish to rent is located within their Housing Authority's jurisdiction.

After you have returned the completed Request for Portability form to Washington County, the Housing Authority will review your request to determine your eligibility for portability. If you are eligible for portability, the Housing Authority will send your portability packet to the Housing Authority whose name and address appears on the Family Request for Portability form.

If the receiving Housing Authority indicates that they intend to administer and bill the Washington County Housing Authority, your request for portability may not be approved if the payment standards of the receiving Housing Authority are higher than the payment standards for Washington County.

## REMINDER

**IF YOU HAVE NOT FOUND ANOTHER UNIT FOR APPROVAL, AND YOU HAVE LESS THAN TWO (2) WEEKS BEFORE THE MOVE-OUT DATE AS STATED ON YOUR NOTICE TO MOVE, YOU MUST ASK YOUR PRESENT LANDLORD IF YOU MAY REMAIN IN PLACE.**

**DO NOT ASSUME YOU CAN REMAIN IN PLACE WITH RENTAL ASSISTANCE BECAUSE CANCELLATION HAS ALREADY BEEN SCHEDULED FOR THE END OF TH THIRTY (30) DAY PERIOD AS INDICATED ON YOUR MOVE-OUT NOTICE.**

If the move-out date was scheduled for the last day of the current lease, the unit must have passed the Housing Authority's Annual Inspection requirements if Housing Assistance Payments are to continue to be made to your present landlord.

You must provide the Section 8 office a **written statement from your landlord** verifying that you may remain in the unit.

The statement must be received at the Section 8 office at least 1 week before the scheduled date of termination of assistance.

By signing below, you are indicating that you have read, understand and will follow the procedure to move policy .

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

