

What is Portability?

An eligible family that has been issued a **Housing Choice Voucher** may use that voucher to lease a unit anywhere in the United States where there is a housing agency operating a Housing Choice Voucher program. This feature of the program is referred to as **portability**.

What is the Portability process?

Once your housing agency has approved you to move to another area with your voucher, your agency will fax and/or mail the required paperwork to the receiving housing agency. Once the receiving agency has the paperwork, you may contact them for an appointment. At the appointment, you will be required to provide updated information regarding your income, banking information, child care, medical expenses and any other information the housing agency requests. You will also need to provide a state issued photo ID for all family members over the age of 18, original birth certificates and social security cards for all family members living in the household.

After all the necessary paperwork has been provided, the receiving housing agency will issue a voucher and you may begin looking for a unit. When you find a unit and the landlord agrees to lease to you, you **must** submit a Request for Tenancy (RTA) before the expiration date on your voucher. When the RTA is received, the housing agency will determine if the family can afford to rent the unit based on their income. This is called an “affordability calculation”. If the unit is affordable, an inspection will be performed on the unit. After the unit passes inspection, you may sign the lease and move in. Payments will not be made on a unit that has not been inspected and passed. Rent portions will be calculated and the Housing Assistance Payment contract will be prepared. A notice will be sent to the tenant and the landlord with the approved rent amount, effective date of the HAP contract, the tenant’s rent portion and the housing assistance payment amount.

