



## Portability Info Sheet

**"Portability"** in the HCV program refers to the process through which the family can transfer or "port" their rental subsidy when they move to a location outside the jurisdiction of the public housing agency (PHA) that first gave them the voucher when they were selected for the program.

- **Initial PHAs** -The PHA that first gave the voucher to the individual when they were selected for the program.
- **Receiving PHAs**- The agency that will administer assistance in the area to which the individual moves.

**Port-Out:** Moving out of Vallejo

**Step 1-** Issue your landlord a 30 day notice of intent to vacate (NIV) and provide a copy to the Vallejo Housing Authority (VHA).

**Step 2-** Complete the Port-Out Request form (blue) and provide current contact information, information of where you wish to move, current income information.

- After the submission of the NIV and Port-Out request, you have 3 days from the date of submission to submit a written notice to rescind/cancel your request to move and/or port-out.

**Step 3-** Contact the receiving PHA to notify them of your incoming portability

**Step 4-** The VHA will prepare your port packet within 7-14 business days for delivery to the receiving PHA (by mail or if accepted hand-delivery by the tenant)

*NOTE: Housing Authorities often have different Income Limits, Payment Standards and Subsidy Standards (the number of bedrooms you qualify for). Always verify this information when you move to a new Housing Authority.*

**NOTE: The VHA will not process your port-out request if: 1) moving will cause you to violate your lease agreement, 2) you have an outstanding debt with the VHA and are on a repayment agreement, 3) you are in violation of your Family Obligations, 4) if you have not completed your annual reexam.**

**Port-In:** Moving into Vallejo

**Step 1-** Submit a port out request to your initial PHA to have your portability packet prepared.

**Step 2-** Contact the VHA to notify of your incoming portability.

**Step 3-** Once received (by mail or hand-delivery accepted) the VHA will schedule you attend an intake appointment with your Housing Specialist (provide birth certificate(s), photo ID(s), Social Security card(s), and current income and asset verification) and a group voucher briefing to receive your VHA voucher, Request for Tenancy Approval (RTA) packet, and HAPPY Estimator.

**Step 4-** Search for housing.

**Step 5-** Submit your RTA packet for your chosen unit with an unsigned rental agreement. Your RTA will be processed with your unit inspection scheduled within 10 business days if the unit is move in ready.

**Step 6-** Once the unit passes inspection, sign the rental agreement and move in. The VHA will process the contract once all completed paperwork has been received. Payment (rental subsidy) will be made directly to your landlord via check or direct deposit.

*NOTE: Your VHA voucher will expire 30 days after your initial PHA voucher expiration date. Any voucher extensions that you receive from the VHA are only good at the VHA and may not be acknowledged by your initial PHA.*