

Snyder County Housing Authority

REQUEST FOR PORTABILITY

TO BE COMPLETED BY HEAD OF HOUSEHOLD (PLEASE PRINT)

Name	SS#	
Address		
City/State	Zip	
Phone	Home	Work

COMPLETE THE FOLLOWING INFORMATION ABOUT THE JURISDICTION YOU WANT TO MOVE TO:

Your paperwork will be sent to the Housing Authority indicated below within ten (10) calendar days of receipt of this form and a copy of your 30-Day Notice of Intent to Terminate your Lease given to your Landlord.

County, State

Name Of Housing Authority

Address

Phone Number With Area Code

Fax Number With Area Code

Name Of Portability Officer

I have read, understood, and signed the Moves and Portability form on Page 2. I have also attached a copy of my thirty day notice of Lease Termination which I gave to my Landlord. I also understand that should I not follow the proper procedures or have any violation of my Voucher, I am unable to port.

SIGNATURE OF HEAD OF HOUSEHOLD

DATE

Snyder County Housing Authority

MOVES AND PORTABILITY

What is portability?

The ability of a family to move from one PHA's jurisdiction to another location:

1. The HA can prohibit any moves during the first year of assistance.
2. The HA can limit the number of moves in a one-year period to one.
3. If the family terminates the lease to the owner, the family must give the HA copy of the notice at the same time. A minimum 30 days notice MUST be given to both the HA and the owner. If the family fails to provide a copy of the lease termination notice to the HA, it will be considered a violation of the family's Voucher, and may cause the family to be terminated from the program.
4. The family must notify the HA and the owner before moving to a new unit. Failure to do so is a violation of the family's Voucher, and may cause the family to be terminated from the program.
5. The HA may deny a move if there is insufficient funding available.
6. The Snyder County Housing Authority will issue the family a new housing choice voucher if the family does not owe the Snyder County Housing Authority or any other Housing Authority money, has not violated a Family Obligation (i.e. owing unpaid rent, serious lease violations, etc), has not moved or been issued a housing choice voucher within the last 12 months, and if the Snyder County Housing Authority has sufficient funding for continued assistance. If the move is necessitated for a reason other than family choice, (e.g., medical reasons) the 12-month requirement will be waived.
7. If neither the head nor spouse had a "legal residence" in the jurisdiction of the HA at the time of their original application, the family cannot move out of the HA's jurisdiction under portability for at least 12 months after admission to the Program (unless both the HA and the receiving HA agree).
8. Families whose initial lease up is outside the jurisdiction of the HA are subject to the receiving HA's income limits.
9. When moving under portability, the family must promptly contact the receiving HA and comply with their procedures for incoming portable families. The receiving HA will determine the family unit size.
10. If there is no Housing Authority in the jurisdiction where the family is moving, the family is ineligible for rental assistance in that jurisdiction.

I HAVE READ THE ABOVE AND UNDERSTAND THAT I MAY MOVE UNDER PORTABILITY SUBJECT TO FEDERAL REGULATIONS AND PHA POLICY. I HAVE RECEIVED A COPY OF THIS FORM.

Applicant/Tenant Signature

Staff Signature

Date

Date