

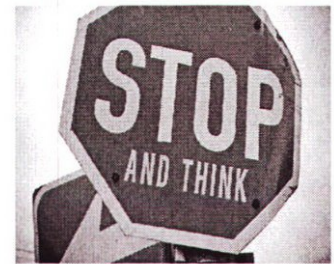
PORTABILITY REQUEST INFORMATION SHEET (Housing Assistance Transfer)

1. You must give **WRITTEN** notice to your owner/manager according to what is stated in your lease regarding moving out. Include a copy of that written 30/60 day notice with the "Notice to Vacate" packet.
2. You and your landlord must complete the "Notice to Vacate" form included in this packet.

THINK ABOUT STEPS 1 AND 2 BEFORE COMPLETING THIS PACKET.

Note the following:

- It is recommended that you find housing and be approved in your new city, state or county before you submit your request to port.
- Raleigh Housing Authority will "**STOP**" payment to your current landlord based on the move out date you put on your written notice. As of that date, you will be responsible for the total expense of your housing. It's necessary that you be financially prepared.



3. Once you have submitted your "Request to Port", you will be scheduled for a port-out briefing. RHA will begin the process to ensure your family is eligible to port out of Wake County. Background checks will be completed for all family member 18 years of age or older.

YOUR PORTING REQUEST FORM **MUST BE COMPLETE**. FAILURE TO COMPLETE THIS FORM WILL CAUSE DELAYS AND YOUR REQUEST MAY BE DENIED. *The request must include the following information:*

- | | |
|------------------------------|--|
| A. Name of Housing Authority | F. Contact address for your family |
| B. Name of Contact Person | G. Contact phone number for your family |
| C. Mailing Address | H. Contact email for your family |
| D. Contact Phone Number | I. Proof of your current income; example last 4 paystub, current award letter. |
| E. Email Address | |

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4. Once your request has been approved a voucher will be included in your porting packet. You will only be given a voucher for 60 days with "NO EXTENSIONS" to find new housing with your new housing authority.

IF YOU ARE CURRENTLY IN THE MOVING PROCESS, YOU **WILL NOT** BE GIVEN A NEW VOUCHER. YOUR EXPIRATION DATE WILL REMAIN THE SAME AND THE CURRENT VOUCHER MUST HAVE AT LEAST 30 DAYS REMAINING BEFORE IT EXPIRES. REQUESTS FOR EXTENSIONS **WILL NOT** BE GRANTED. IF YOU FIND YOURSELF IN NEED OF ANY ADDITIONAL TIME, YOU WILL NEED TO MAKE THAT REQUEST WITH THE NEW HOUSING AUTHORITY. THEY SHOULD BE ABLE TO GRANT YOU A 30-DAY EXTENSION.

5. A record of the approved family members will be part of the information submitted to your new housing authority. Your new housing authority will determine what voucher size your family is eligible to receive based on the new housing authority's payment standard and guidelines.

6. Your request to port will be sent to the new housing authority via the US Postal Service or email within 5 – 10 days after approval. After that, you must wait to be contacted by the new housing authority for your briefing appointment with their office. Our agency does NOT hold your request until your move out date.
7. As verification that your documents have been forwarded to the new housing authority, you and the current landlord will receive a verification notice to remind you of the date your rental payments will end with Raleigh Housing Authority.

IF YOU HAVE NOT FOUND HOUSING ON OR BEFORE THE EXPIRATION DATE OF YOUR VOUCHER YOU WILL RECEIVE A WITHDRAWAL NOTICE. This means your voucher has expired and if you are still in need of housing assistance you will need to reapply to the waiting list with Raleigh Housing Authority or with the new housing authority.

8. If you have changed your mind regarding your port request and wish to return to Wake County/Raleigh Housing Authority, you must submit a written request to the new housing authority to have that office return your documents to Raleigh Housing Authority.

9. Keep in mind no additional time will be given for this request. You will still be required to submit a leasing packet on or before the expiration date of your voucher. A leasing packet will be available



for your family at the front desk within 24 hours of receiving this request from your porting housing authority. Request to have your documents returned to Raleigh Housing Authority can be returned by email to portinginfo@rhaonline.com. **IF YOUR VOUCHER EXPIRES ON A SUNDAY OR HOLIDAY YOUR LEASING PACKET WILL NEED TO BE IN THE NIGHT DROP BOX. IT WILL NOT BE ACCEPTED BY HAND WHEN THE OFFICE OPENS ON THE NEXT BUSINESS DAY.**

10. The Portability contact person for Raleigh Housing Authority is Intake/Port Specialist. They can be reached at (919) 508-1105 or portinginfo@rhaonline.com or 900 Haynes St, Raleigh, NC 27604, Document are not accepted by fax.

Note: If you need assistance in Spanish, please come into the office and complete a Translation Request Form. You will be contacted for an appointment.

Si necesita asistencia en Espanol, porfavor visite nuestra oficina y complete la forma para solicitar el servicio de traduccion. Usted sera contratado para una cita.

I, _____ acknowledge that I have read and understand the above requirements to transfer my Housing Assistance to _____.

I also understand that if my voucher expires before I have completed the leasing process, I will no longer have housing assistance and must to reapply to the waiting list with a new application.

Signature

Date

**REQUEST TO VACATE FORM
FOR OUTGOING PORTABLES**

THIS IS NOT AN OFFICIAL NOTICE TO VACATE. APPROVAL MUST BE GIVEN FOR A FAMILY TO MOVE AFTER THIS FORM IS RECEIVED BY RHA.

Tenant's Name: _____ Telephone: _____ SS# _____ (Last 4 digits)

Current Address: _____

City: _____ State: _____ Zip Code: _____

I understand that false statements of information and/or moving from my current unit while not in "good standing" (i.e., owing for damages or delinquent rent) may be grounds for termination of my housing assistance and tenancy.

Tenant's Signature _____

Date _____

COMPLETION BY CURRENT OWNER: REQUIRED IN ORDER TO MOVE does not apply to Over 60 families. (Note: This is not an official 30 days notice to vacate.)

Tenant owes money for unpaid rent Yes _____ No _____ As of _____ (date) Amount \$ _____

Please check one:

- Tenant is in a yearly lease
- Tenant is on a month to month

Current Lease End Date: _____

A preliminary inspection of the unit indicates that the tenant owes money for damages Yes _____ No _____ as of _____ (date)

- Damages cannot be assessed until after move-out.
- Money for damages will be deducted from tenant's security deposit of \$ _____.
- Damages exceed security deposit amount of \$ _____.

Owner's Signature: _____ Date: _____

Telephone: _____ E-mail Address: _____

For Housing Authority Only (Do Not Write Below This Line.)

Request to vacate denied: _____

Reason(s) for denial:

- Tenant cannot afford contract rent of \$ _____
- Tenant owes for damages
- Tenant owes for unpaid rent
- Tenant owes for damages and unpaid rent
- New owner has been disapproved to participate in the RHA S/8 program.
- Criminal Background & Sex Offender Registry : _____
- Other _____

FAMILY REQUEST FOR PORTABILITY

Date: _____

Name: _____

Address: _____
_____, _____

Client Phone Number: (_____) _____

Social Security Number: (last 4 digits) _____ Voucher Number: _____

*Should tenant decide to remain in the unit after move out notice has been provided, the tenant will need to submit the leasing packet completed by the current landlord. **NO HAP** payment will be released until this unit passes a new inspection.*

Please complete the following about the Housing Authority you wish to transfer to under your portability option.

NAME OF NEW HOUSING AUTHORITY

ADDRESS

CITY STATE ZIP CODE

CONTACT PERSON

CONTACT PERSON E-MAIL ADDRESS

(_____) _____
PHONE NUMBER

(_____) _____
FAX NUMBER

PLEASE NOTE: NO REQUESTS FOR TRANSFERS WILL BE PROCESSED UNTIL THIS FORM IS COMPLETELY FILLED OUT. RALEIGH HOUSING AUTHORITY OFFICE WILL REQUIRE A MINIMUM OF 10 BUSINESS (10) DAYS TO PROCESS YOUR FILE AND MAIL IT TO THE RECEIVING HOUSING AUTHORITY.

SIGNATURE OF HEAD OF HOUSEHOLD