

Port Request Form

Instructions: This form is to request a **port voucher** to lease a unit outside of Faulkner County. Please complete this form and return to Lorna or Natalie at 1875 Lucille Street, Conway, AR 72034 via mail, fax to (501) 336-0821, email to hcvadmin@conwayha.org, or in person. Conway Housing Authority must review all move requests for eligibility. **This form should only be completed by the Head of Household.** If you have any questions, please call (501) 327-0156 ext. 306 or ext. 312.

Head of household name: _____

Current address: _____

Current telephone #: (____) _____

Where would you like to move to?

PHA name: _____

PHA address: _____

City, State, Zip: _____

PHA contact person: _____ Telephone #: (____) _____

Fax #: _____ Email address: _____

In order to be eligible to move with continued assistance with Section 8, you must be a participant in good standing and meet **all** the following criteria:

- You must not have moved within the last 12 months
- You must have completed an annual recertification within the past 6 months
- You must be current with your tenant portion of rent and/or utilities to owner
- You must have either an expired lease or the ability to obtain a General Release form signed by your current landlord

If you do not meet **all** of these criteria, but feel you have an emergency situation that requires you to move (such as a domestic violence or health reasons), please contact Lorna or Natalie for further guidelines.

Please answer the following questions:

Are you current with your tenant share of rent? Yes No

If you pay utilities to your landlord, are you current? Yes No

Do you have an active lease with your current landlord? Yes No

Are you being evicted or do you have a case pending against you in housing court? Yes No

I certify that the above statements are true to the best of my knowledge. I understand that supplying false statements and information can lead to a denial of my port request and jeopardize my housing subsidy. I understand that Conway Housing Authority will have to review all move requests and this can take up to 14 calendar days.

Head of Household Signature

Date