

**PLEASE READ THIS IN FULL FOR  
STEP BY STEP INSTRUCTIONS ON  
PORTING [TRANSFERRING] TO THE  
CONWAY HOUSING AUTHORITY**

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Welcome to the Conway Housing Authority's [CHA] Portability Program. As one of the fastest growing cities in the state, we are determined to make portability moves as simple as possible.

- You must contact your PHA and inform them that you wish to transfer your assistance to the Conway Housing Authority [CHA]. Please notify them that we will BILL them, as we are not absorbing at this time.
- The caseworker at your PHA must approve the transfer according to its Administrative Plan and HUD regulations. Please note that participants who move out of their unit in violation of the lease should not be allowed the portability option.
- If portability is approved by your PHA, they must send a portability packet to CHA either by mail or by fax. Hand-carried portability documentation will not be accepted.
- Once CHA has received the portability packet from your housing authority, we will schedule a briefing session with you. We cannot schedule this session without having first received the information from your Housing Authority. Due to COVID-19, we will make arrangements different for paperwork to be signed.
- PHA's are not required to send personal documentation. **It is your responsibility to provide driver's license, social security cards, birth certificates, etc. at this session.** This documentation must be provided for ALL family members.
- CHA will honor the Voucher issued to the family according to our occupancy standards.
- Please remember that when you port into another jurisdiction, you must comply with that PHA's policies and procedures. Those policies are reviewed in depth during the briefing session with our staff.

- If you are adding another adult to your household, please note that CHA will process the request in accordance with our Administrative Plan.
- CHA will provide you with a bedroom size allocation, rent limit for the size of unit you are eligible for based on our Administrative Plan. Please be advised that you may be eligible for a different bedroom size than your current PHA authorized.
- No rent will be paid until: 1) you are approved by this agency; 2) income verification has been received; and 3) the unit has passed our inspection.
- You will be responsible for all rent until assistance is approved by this agency.
- **IT IS UNADVISABLE** to pay rent and/or deposit until you and the rent limit for the unit you have chosen has been approved by this agency.

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"The Conway Housing Authority does not discriminate on the basis of color, sex, religion, disability, race, familial status or national origin."

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Lorna J. Simmons  
HCV Administrator



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