



HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

DEPARTMENT OF LEASED HOUSING and SECTION 8

FAMILY REQUEST FOR PORTABILITY FORM

Portability is the ability of a family to move from one Housing Authority's jurisdiction to another Housing Authority's jurisdiction that administers a Section 8 program within the United States or its territories with continued rental assistance. The right to move under portability is not automatic and requires coordination and approval from both the initial Housing Authority and receiving Housing Authority. Therefore, you must understand a move under portability will take a little longer to process than a regular move within the same jurisdiction. In order to port out, you must meet the following criteria:

1. You have been receiving rental assistance through the Housing Authority of the Birmingham District for at least one year.
___ Yes ___ No
2. You have fulfilled your current lease agreement or have written landlord permission to vacate and have given proper written notice to the landlord and the Housing Authority.
___ Yes ___ No
3. The head of your household or spouse had legal residence in the jurisdiction of your current Housing Authority at the time your family placed your name on the waiting list for the Section 8 Housing Choice Voucher Program (applicable only if you are being selected from the waiting list and are a new admission).
___ Yes ___ No
4. Have you submitted an Intent to Vacate Notice to your landlord?
___ Yes ___ No

If you believe you are eligible to move with continued assistance under the portability regulations, and you would like to transfer your rental assistance to another Housing Authority's jurisdiction, please fill out the information in the area below.

Name of tenant: _____ Tenant SSN: _____

Current Address: _____
(Street, City, State, Zip)

Phone Numbers: Home: _____ Work: _____

Cell: _____ Email: _____



Please list the city, county, and state in which you would like to move and PHA contact information if known.

City: _____ PHA Contact Person: _____
(if known)

County: _____ Contact Phone: _____
(if known)

State: _____ Name of PHA: _____
(if known)

Providing the PHA contact information is not a requirement for us to process your information. However, it will help expedite getting the required documents to the appropriate Housing Authority.

Next steps in the portability process:

1. We will contact the Housing Authority that covers the area you would like to move into. We will inform the other Housing Authority that you wish to “port in” to their jurisdiction, and confirm that they are receiving portable vouchers.
2. Next, your request to port out must be approved by your current Housing Authority, and the Housing Authority in the location you wish to move. Our representative will inform you whether or not your request has been granted.
3. If your request has been approved by both Housing Authorities, we will process your portability documentation, and your program documents will be sent to the Housing Authority where you will move.
4. You will need to contact your new Housing Authority to inquire about any additional requirements that they may have.

I, _____, have requested that the Housing Authority of the Birmingham District provide me with a Housing Choice Voucher to rent a unit that is located outside of their jurisdiction.

By signing below, I hereby authorize the Housing Authority of the Birmingham District to release information from my tenant file for the purposes of porting to a new location under the Section 8 Housing Choice Voucher Program portability feature.

Signature

Date

