



INCOMING PORTABILITY

“Portability” is the process to transfer your Section 8 Housing Choice Voucher issued through another Housing Authority’s jurisdiction to the Colorado Springs Housing Authority.

Here’s an explanation of the process to transfer your Section 8 Voucher to Colorado Springs:

- You must first request to port out **from your original Housing Authority.**
- You must fulfill all obligations to your current Housing Authority before your file can be sent to us. Upon transfer to our jurisdiction all our rules, policies, payment standards and occupancy standards will apply.
- We will conduct a background check for all drug-related or violent criminal activity.
- Please have your current case manager send their contact info (phone and email) and the necessary paperwork to:

Housing Authority of the City of Colorado Springs

Attention: Portability Intake

719-230-0330 - Phone

portability@csha.us - Email

- Please note that we will not be able to begin the port process until we have your paperwork from your current Housing Authority.
- Once your paperwork is received from your original agency, we will then review the file for errors. Our Portability department will then process the paperwork and contact you if anything is missing or needed.
- Once we have received the necessary verifications, our Portability department will reach out to you to conduct a briefing where we will review rules, policies, procedures, and current payment standards.
- You will receive all the necessary paperwork to find a unit.
- Once the paperwork has been reviewed and approved, it will then be submitted to the supervisor for final approval and voucher issuance, which is done by email. The entire process can take at least **60 days** to complete from application received date to voucher issuance.