

Housing Choice Voucher Portability Request

NOTE: A completed *Request To Move*; AHP-5242 form must be attached.

Part I. Request To Port Out - To Be Completed By The Head Of Household

Name	SSN	Date
Home Phone	Work Phone	
Email Address		
Unit Address		
City	State	Zip Code

I request portability assistance to move to the following PHA jurisdiction:

Please ensure information is filled out completely and accurately.

Name of receiving PHA		
Contact Person		
Email Address		
Phone	Fax	
PHA Address		
City	State	Zip Code

Head of Household Signature

Date

For Opportunity Home Use Only

Part II. Housing Choice Voucher Portability Request

Voucher Expiration Date	Lease/Contract Expiration Date
--------------------------------	---------------------------------------

Completion Checklist

<input type="checkbox"/> EIV <input type="checkbox"/> 50058 <input type="checkbox"/> Notice of Family Rental History <input type="checkbox"/> All Permanent Documents For All Household Members	<input type="checkbox"/> Entity Alert Cleared <input type="checkbox"/> Copy Of Voucher <input type="checkbox"/> Verification Of Income	HAS Initials
--	--	---------------------

Part III. Portability Specialist's Log

Receiving PHA

Date of Contact

Name of Contact

Date Portability Papers Were Transmitted

What Are The Next Steps?

1	You will be contacted by Opportunity Home within 10 business days to inform you of whether your request was approved or denied.
2	If approved, your portability packet will be sent to the receiving PHA 30 days before your lease ends. The receiving PHA will be in contact with you to guide you through the rest of the porting.