

Transferring to a Different Public Housing Agency

A family that receives a voucher from a Public Housing Agency (PHA) may be eligible to move with their voucher to a different PHA jurisdiction, such as a move to Fort Worth from San Antonio, through the portability process.

This form describes the process, provides an estimated timeline to help you plan your move, and specifies the documentation you will be required to provide to Opportunity Home San Antonio.

- **Receiving PHA** - The PHA that will administer your Housing Choice Voucher (HCV) in the area you want to move to.

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If you are transferring to a different Public Housing Agency from Opportunity Home, please see below:

1. To initiate the portability process, you must first submit the *Housing Choice Voucher Portability Request; AHP-8121* form to your Housing Assistance Specialist or email to portability@homesa.org.
 - a. Please make sure all fields are completed to avoid delays.
 - b. Complete and submit the *Request to Move; AHP-5242* form and *Recertification Packet*. Any changes submitted with your *Recertification Packet*, such as changes in income or family composition, may cause a delay in processing your portability. Please submit any changes as soon as possible.
2. Once your request has been approved or denied, you will receive a *Portability Request Decision Notice; AHP-8411*. If you were already issued a voucher to move, please allow an additional **10-15 business days** to receive your decision notification.
3. If your portability move is approved, you will be contacted by the Portability Specialist **45 days** before your scheduled move-out date if more information is required from you.
 - a. The Portability Specialist will send your *Portability Packet* to the Receiving PHA (where you will be moving your voucher) **30 days** before your intended move. If you already have a voucher, please allow **10-15 business days** for your *Portability Packet* to be sent to the Receiving PHA.
4. Upon receiving your *Portability Packet*, the Receiving PHA will review your information and contact you to begin receiving your voucher. The Receiving PHA may require you to complete additional paperwork for their process.
 - a. Please note that you must contact the Receiving PHA to request an estimated processing time. Opportunity Home will not have this information.

Transferring to a Different Public Housing Agency | Additional Information

- Please be aware that you must adhere to the regulations and policies set by the Receiving PHA.
- When moving out of Opportunity Homes' jurisdiction, you are not guaranteed to receive a voucher for the same bedroom size at the Receiving PHA. The Receiving PHA will determine voucher bedroom size and amounts according to the policies outlined in their Administrative Plan.
- If you have a reasonable accommodation (RA) approved by Opportunity Home that provides you with an additional bedroom, you must request a new RA from the Receiving PHA. Opportunity Home RAs do not transfer to other PHAs. If you are in Opportunity Home's jurisdiction after moving from another PHA, but would like to transfer to another PHA's jurisdiction, please contact Opportunity Home for assistance.
- Please contact the Portability Specialist at portability@homesa.org to request any additional time to move.