



### Request to Exercise Portability

Participant Name: \_\_\_\_\_ Client Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell or home phone: \_\_\_\_\_

Date of Notice to Vacate: \_\_\_\_\_ Copy Attached? \_\_\_ Yes \_\_\_ No

Please transfer my rental assistance to another Public Housing Agency (PHA). I have decided to move to: \_\_\_\_\_ . Please send a copy of my records to the appropriate agency.

**HACA will attempt to send your packet through email to the appropriate Housing Authority.**

If email option is not available I would like my information:

\_\_\_\_\_ Mailed to the NEW PHA

\_\_\_\_\_ Prepared for pick up. I take responsibility for hand-carrying the packet.  
I understand the seal on the envelope cannot be broken.

I understand this request may take up to 10 business days to process.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Important Facts about Portability

Please note: Due to budget constraints HACA will only be able to approve your request for portability if you choose to **transfer to a housing authority that will absorb your voucher or if moving to the new home will result in less assistance paid on your behalf.** If you have questions, please contact the Tenant Team at (510) 538-8876x33.

- Prior to moving you must sign a new voucher.
- The NEW PHA may have different rules, policies and deadlines. Allow yourself enough time to transfer.
- There will likely be different payment standards at the new location.
- You may be issued a different size Housing Choice Voucher because the voucher size will be determined by the NEW PHA's occupancy standards.

Return this form to: 22941 Atherton Street, Hayward, CA 94541 Attn: Portability

\*\*\*\*\* HACA USE ONLY \*\*\*\*\*

Name of NEW PHA: \_\_\_\_\_

Address of NEW PHA: \_\_\_\_\_

City, State and Zip Code of NEW PHA: \_\_\_\_\_

Contact Person and Phone Number of NEW PHA: \_\_\_\_\_

Voucher Size: \_\_\_\_\_ TTP: \$ \_\_\_\_\_

Receiving Housing Authorities Benefit Payment Standard: \$ \_\_\_\_\_

**Eligible to transfer to receiving Housing Authority: YES or NO (circle one)**