



South Central MN Multi County HRA

360 Pierce Ave, Suite 106, North Mankato MN 56003

Phone: 507-345-1977 Fax: 507-345-5908

Serving the Southern Minnesota Counties of Martin, Nicollet, Sibley, Waseca and Watonwan

Portability Request Form (Instructions on back)

TO BE COMPLETED BY FAMILY:

Head of Household: _____

Current Address: _____

Phone Numbers: Home _____

Cell _____

I am requesting to move and have my Housing Choice Voucher (formerly Section 8) transferred to the following Housing Authority:

Name of Housing Authority: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Name of Contact Person: _____

Proposed moving date: _____

Head of Household Signature: _____

If my request is denied I wish to be placed on the portability waiting list? yes no

SCMMCHRA STAFF USE ONLY

Date Received: _____

Is tenant in good standing? YES NO Receiving HA will ABSORB BILL

Portability Request APPROVED DENIED If denied, reason? _____

Portability Approved By _____ Date: _____

Date Portability Packet Sent _____ MAIL FAX

Housing Coordinator _____ Date _____

COMMENTS: _____



MOVING OUT OF THE SOUTH CENTRAL HRA SERVICE AREA

Under the Housing Choice Voucher Program (HCV), formerly Section 8, families can move their assistance from one unit to another unit under certain conditions. "Portability" means moving from one housing authority's jurisdiction into another housing authority's jurisdiction.

The steps in the "portability" process are as follows:

1. Complete and return the **PORTABILITY REQUEST FORM** to our office.
2. We will contact the housing authority where you want to move to determine if they are accepting "port-ins".
3. We will approve or deny your request and the receiving housing authority will also approve or deny your request.
4. If both housing authorities approve your request, we will process the necessary paperwork and send it to the housing authority where you are moving.
5. You will need to contact the housing authority where you are moving to see if there are any other requirements they may have for you.

To find the name and address of the Housing Authority where you want to move, refer to HUD's:

1. Public and Indian (PIH) Information and Resource Center (1-800-955-2232). The Center answers questions regarding HCV Programs. Menu options are available in English and Spanish. The operator that answers the call will provide the name/address/contact person/telephone number for any Public Housing Authority, or
2. Website: <http://www.hud.gov/offices/pih/pha/contacts/index.cfm>. This site gives clear instructions and is very simple to use.

If you owe money to any Housing Authority, your debt must be paid in full or your repayment agreement must be current before you can move.

The South Central MN Multi-County HRA will send portability paperwork to **no more than one housing authority** on your behalf. If you do not use the portability option before your voucher expiration date, you will relinquish your right to port your voucher to a new housing authority.

If you have any questions or need additional information, you may contact your program coordinator at 507-345-1977 or 1-800-733-9564.

