



CITY OF TUCSON
HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT
HOUSING ASSISTANCE DIVISION

MOVING OUT OF THE AREA (PORTABILITY)

There are important things you should know if you decide to transfer (port) your Housing Choice Voucher out to another housing agency's jurisdiction.

Be aware that if you just received your voucher, the other housing agency's income limits apply, and you may not be eligible for assistance at that location.

Be aware of your voucher's expiration date. You cannot receive assistance anywhere once your voucher expires. Also, if the other agency does not have enough time to process your voucher prior to its expiration, you may be denied assistance. Don't delay once you have decided to move out the area

Be aware that the new housing agency may have different policies and procedures.

Be aware that you may receive a reduction in the number of bedrooms allowed on your voucher because the new agency may have different standards.

Be aware that you cannot move if you owe money to our Housing Agency or if it is found that you or a family member have engaged in criminal activities.

Be aware that some housing agencies are not accepting transfers to their area. You need to contact the agency of the area you want to live in and ask questions.

Please contact the other housing agency to find out if it is accepting voucher transfers at this time, processing time of portability requests coming into their agency from other housing authorities, income limits, payment standards, and if they have information about the availability of rental units, average rents, and other information that may affect your needs or benefits that are specific to you.

You can find contact information for other housing agencies offices at:

https://www.hud.gov/program_offices/public_indian_housing/pha/contacts

You will need adequate resources to provide for your living expenses and move-in costs while your transfer of assistance is being processed. Assistance is never processed retroactively, so if you move into a unit before an inspection and contract are completed, you are responsible for the full rent.

It is recommended that you give a 60-day notice to move from your present unit, instead of a 30-day notice, to allow additional time for the processing of your transfer.

The City of Tucson Portability Specialist can be reached:

Phone: 837-5367

Email: s8portability@tucsonaz.gov

Mail: City of Tucson, PO Box 27210, Tucson, AZ, 85726-7210

Fax: 520-791-2506, Attn: Portability



310 N. Commerce Park Loop - P. O. Box 27210, Tucson, AZ 85726-7210
PHONE (520) 791-4739 FAX (520) 791-2506 TDD (520) 791-2639
tucsonaz.gov/hcd HCDSection8@tucsonaz.gov



If you should require an accommodation or alternative arrangements due to a disability, please call (520) 791-4739.

If you require an oral interpretation in a language other than English, please call (520) 791-4739.

Si requiere una interpretación oral en un idioma que no sea inglés, por favor llame al (520) 791-4739.

**TUCSON/PIMA HOUSING AUTHORITY
REQUEST FOR PORTABILITY**

Date: _____ SS#: XXX-XX- Entity ID#: _____

Name: _____ Phone #: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

***Complete the following information for the housing jurisdiction you
want to move to.***

Name of Housing Authority: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Portability Contact Person: _____

Portability Contact Email: _____

I will be moving out of my current address effective: _____

I understand the following requirements of portability:

- You must submit a [vacate notice form](#) signed by both you and the landlord.
- If transfer is approved, you are responsible to contact the Receiving Housing Authority.
- You must inform the Tucson/Pima Housing Authority in writing if you decide not to relocate within the Receiving Housing Authority.

Client Signature: _____ Date: _____

<u>For Office use only:</u>		<u>Date Received:</u> _____	
Approved: _____	Denied: _____		
Reason: _____			
Account #: _____	Vacate Notice Received: <u>Yes</u> <u>No</u>		
Voucher signed: <u>Yes</u> <u>No</u> Move out date: _____			
Date info sent to Receiving HA: _____			
_____ Mailed	_____ Faxed	_____ E-mailed	_____
			Initials of port agent