

## Porting Out or Moving

- Request a port out form (if moving outside our jurisdiction) or move form (if moving in our jurisdiction) from the housing authority.
- The forms must be **submitted** to the housing authority at least 45 days prior to your recertification date or lease end date (whichever is earlier) for a port out or 30 days prior to recertification date or lease end date (whichever is earlier) for a move.
- Leaving a unit must coordinate with the end of your lease.
- Once a port out or move form has been received by the housing authority, an Owner's Certification of Good Standing form will be sent to your landlord.
- You must be in good standing with your landlord.
- You must be in good standing with the housing authority.
- If you owe money to the housing authority a port out request will be denied.
- If you have received recertification paperwork you must submit all your documents for the recertification and attend recertification meeting to remain in good standing.
- Work with your landlord to fill out and submit a Mutual Recission of Lease. Contact the housing authority office for a suggested move out date based on recertification date and lease end date.
- Once the housing authority receives the port out or move form, the owner's certification of good standing form, and the mutual recission of lease form, a mover's voucher will be issued.
- If an RTA or voucher extension form is not submitted to the housing authority prior to the mover's voucher expiration date, the voucher will expire and your assistance will end.
- You cannot lease up in another jurisdiction until your lease is completed at your current unit, so you will need to have a plan if you need to stay somewhere between the end of your current lease and the start of the new one in the new jurisdiction. You cannot receive assistance from 2 different housing authorities at the same time.
- You must pay your portion of rent for the month you are leaving.