



Saint Joseph County Housing Authority

107 W Center St PO Box 425 North Liberty, IN 46554

Phone: 574-656-3545 Fax: 574-804-1005 Email: office@sjcha-in.com

Ingrid Reese, Executive Director

PORTABILITY REQUEST FORM

All transfer forms must be received 45 days prior to the date of the requested transfer. The family is responsible to issue a notice in writing, sending one copy to the landlord and one copy to Saint Joseph County Housing Authority

A family may be ineligible to move units under the following conditions:

1. Family has moved within the last 12 months
2. Family owes unpaid rent
3. Mutual Rescission of Lease has not been submitted
4. Family owes any other outstanding debts to SJCHA
5. Family has lived in SJCHA jurisdiction less than 12 months
6. Damages to present unit exceed deposit

We will contact you once the Housing Authority you are requesting to transfer responds to our request for information.

Part 1: To be completed by Housing Choice Voucher Participant

TENANT FULL NAME: _____

Phone: _____ email: _____

Have you given your landlord the Agreement for Mutual Rescission form? YES NO

Have you given a copy of the Agreement for Mutual Rescission form to SJCHA (after the landlord has completed)?
 YES NO

Are you currently being evicted? YES NO

I request to transfer/port-out my Section 8 Voucher to the following location:

Housing Authority: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone number: _____ Fax: _____

Date I will be vacating my current unit: _____

Your portability paperwork will not be processed until we have received a copy of your Agreement for Mutual Rescission completed by you and your landlord. All transfer forms must be received at least 45 days prior to the date of the requested transfer. The family is responsible to issue a notice in writing, sending one copy to the landlord and one copy to Saint Joseph County Housing Authority.

Please email or fax completed form to SJCHA: mail@sjcha-in.com or 574-804-1005

TENANT SIGNATURE

Date

Part 2: To be completed by SJCHA

Agreement for Mutual Rescission of the lease effective date:

Owner Certification of Good Standing has been completed:

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the housing authority.