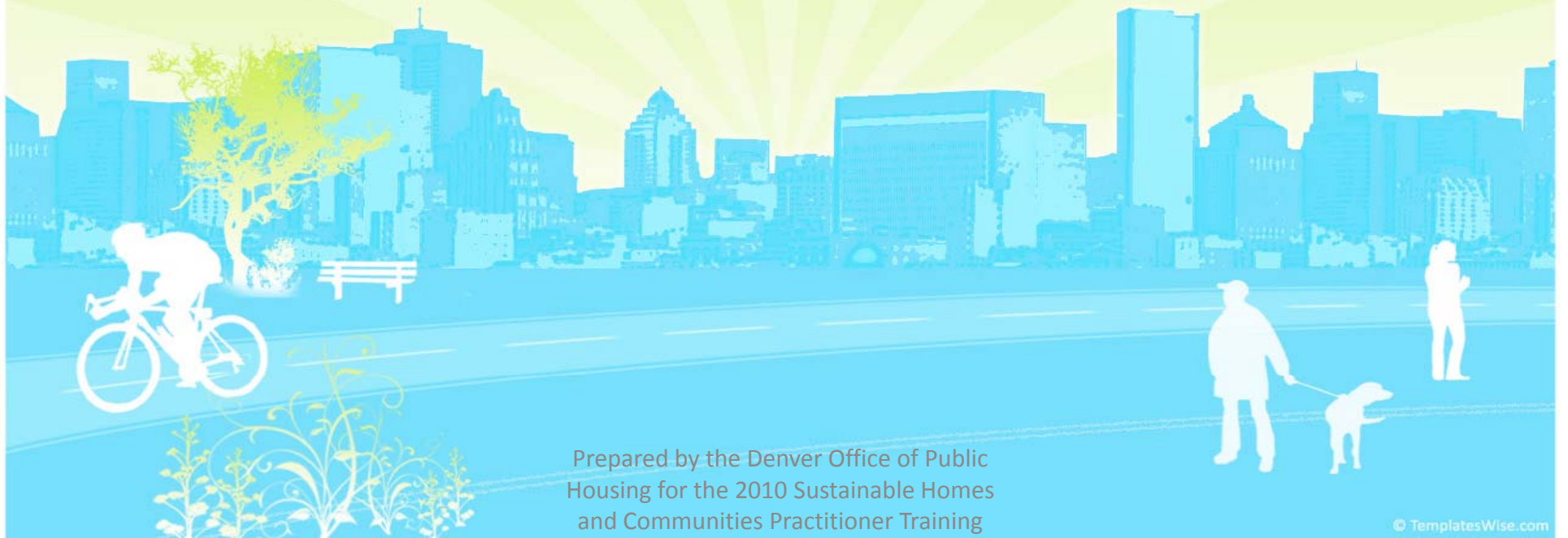# The Occupancy Cycle

Portability/Move-outs

Prepared by the Denver Office of Public Housing for the 2010 Sustainable Homes and Communities Practitioner Training

Portability Basics

Portability is the process of renting a dwelling unit outside the jurisdiction of the initial PHA

Participants have the right to lease a unit outside of the initial PHA jurisdiction anywhere in the USA

Family must be income eligible in new jurisdiction

Family must not have broken lease

PHA may prohibit moves during initial lease term

Receiving PHA can choose to absorb family or bill initial PHA

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Responsibilities:

- Family: Contact receiving PHA, comply with receiving PHA's procedures, submit a request for approval of tenancy

- Initial PHA: Advise family, notify receiving PHA to expect family, submit all documents, promptly reimburse HAP and admin fee

Responsibilities:

- Receiving PHA:
  - determine family unit size based on its own subsidy standards
  - issue a voucher to the family
  - process paperwork in a timely manner
  - provide adequate notice to initial PHA of changes

Overview of the process:

| Family informs PHA of proposed move | HA determines eligibility to move | HA contacts receiving HA about family and provides family info about receiving HA. | HA provides 50058, billing form, and verification info | Receiving HA issues voucher. Family finds unit and receiving HA executes HAP | Receiving HA absorbs or bills | If not absorbing, HA sends billing form and 50058 within 10 days of HAP contract execution |

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Restrictions on Denials Due To Insufficient Funding:

- PHAs may only deny port-outs if the move would force the PHA to terminate HAP contracts of current participants

  -May not deny simply because it is a high cost area

- Must document the lack of funds if Portability is denied.

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