



PALM BEACH COUNTY HOUSING AUTHORITY

Housing Choice Voucher Portability Process

Portability is the ability of a family to move with its tenant-based voucher from the jurisdiction of one Housing Authority (HA) to that of another. Submit all portability request to: portability@pbchaf.org. Failure to do so will delay processing.

Porting In To PBCHA

Step 1: Request portability from your HA. Once approved, your HA will provide you with a contact name and phone number at PBCHA. Your HA will also fax or email your portability paperwork to PBCHA.

Step 2: Once the portability packet is received PBCHA will contact you to complete the recertification paperwork for eligibility. You must provide the following information: income resources, photo ID, social security cards and birth certificates of all household members. If approve go to Step 3; if not your paperwork will be returned to the IPHA.

Step 3:

You must watch the Briefing video (https://www.youtube.com/watch?v=BsYHb_8z0hM) and review the PBCHA Briefing Booklet. The voucher, the Landlord packet, Payment Standard and Request for Tenancy Approval (RFTA) are issued.

Step 4: Select a suitable unit. You and the landlord/owner must be filled out the RFTA completely. Please email to rfta@pbchaf.org. Failure to do so will delay processing.

Porting From PBCHA

Step 1: You must notify your Housing Specialist and your landlord of your intent to move. Notice of Intent to Vacate must be signed by the tenant and the landlord. (60 days in advance of your annual re-certification.)

Step 2: You must be in good standing with the terms of your lease including current in your rent account.

Step 3: You must complete the Request for Portability Transfer indicating the Housing Authority you wish to port to. Emailing it to portability@pbchaf.org.

Step 4: Your Housing Specialist will email the port out form to the receiving Housing Authority to confirm if they are billing or absorbing ports.

Step 5: You will be contacted by your Housing Specialist of the decision rendered on the portability.



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Request for Portability Transfer

I, _____
Print Name

Give permission to Palm Beach County Housing Authority to transfer my voucher to:

Name of the Housing Authority

Address City State Zip Code

Contact Person: _____

Telephone: _____

Fax Number: _____

Signature of Participant Date

Housing Assistance Specialist Date

Tenant Current Address: _____

Tenant Telephone Number: _____

Tenant Email Address: _____

Did you submit your Notice of Intent to Vacate form? ____ Yes ____ No



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NOTICE OF INTENT TO VACATE

To Be Completed by the Tenant:

I _____, do hereby serve notice of my intent.
To vacate the premises located at _____.
On the _____ day of _____. My reason for moving is _____.

My current phone number is (____) ____-____-____.
I intend to move to (Address): _____
(N/A if unknown) _____

My new landlord will be:
Name: _____
Address: _____
Phone: (____) ____-____-____

Please forward my security deposit to: _____

I certify that all personal belongings will be moved as of the date indicated above. I hereby authorize the lessor to dispose of any/or all personal property remaining in the unit after surrender of possession, as it deems best.

Tenant Signature _____/____/____
Date

To be completed by Current Owner/Manager:
Name: _____ Phone: (____) ____-____-____
Address: _____

By signing this document the owner in no way relinquishes his/her right to claim damages on the security deposit.

I have received a copy of the tenant's "Intent to Vacate" and hereby certify as follows:

The tenant presently owes me \$_____ for unpaid rent. The tenant presently owes me \$_____ for damages.

Owner/Manager Signature _____/____/____
Date