



SECTION 8 HOUSING CHOICE VOUCHER PORTABILITY

How to Transfer Your Housing Choice Voucher to a New City

“Portability” in the Section 8 Housing Choice Voucher Program refers to the process through which your family can transfer or “port” your housing rental subsidy when you move to a different city. Read the detailed portability “how to” below to get information and tips that will make your move easier!



HOW TO “PORT OUT” OR TRANSFER FROM THE GRAND RAPIDS HOUSING COMMISSION (GRHC) TO A NEW HOUSING AUTHORITY

- Ask your GRHC Section 8 Coordinator for the following forms (or download the forms from our website, www.grhousing.org):
 - * Request for Portability form. Fill this out and return it to your coordinator.
 - * Notice of Intent to Vacate (30-Day Notice) form. Provide the completed form to your landlord; your coordinator will also need a copy of the completed, signed form.
- Your GRHC coordinator will mail a move-out letter to your current landlord to ensure that:
 - * You have given the landlord your Notice of Intent to Vacate at least 30 days in advance.
 - * You have paid all the rent you owe.
 - * There are no damages to your unit.
- Your GRHC coordinator will contact the public housing authority (PHA) that serves your new city to find out whether that agency will issue its own voucher or take over the administration of your GRHC voucher. We will send needed documents to the new PHA and let you know whom you should contact there.
- Once your request to move is approved, your GRHC coordinator will contact you to schedule an appointment during which you will provide a copy of your completed Notice of Intent to Vacate (30-Day Notice) form. At this meeting you will receive any needed voucher or other paperwork from us. We will fax a copy of your information to the PHA in your new city.
- Within seven to 14 days you can contact the new PHA to confirm that they have received and processed your information. Your new PHA will be able to answer any questions you may have about their program at that time.

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HOW TO “PORT IN” OR TRANSFER TO THE GRAND RAPIDS HOUSING COMMISSION (GRHC) FROM ANOTHER PUBLIC HOUSING AUTHORITY (PHA)

- Notify your current PHA that you wish to exercise portability and transfer your Housing Choice Voucher to the GRHC.
- Your coordinator or case manager at your current PHA must approve the transfer according to their policies and HUD regulations. Be sure to comply with your current lease requirements or you may lose your eligibility to port.
- Once your request to move is approved, your current Housing Choice Voucher coordinator will contact you regarding required procedures and paperwork. Your coordinator will fax a copy of your information to the GRHC.
- Within seven to 14 days you can contact the GRHC to confirm that we have received and processed your information.
- You will receive an invitation to a required two-hour orientation meeting that will explain GRHC policies and procedures.
- If you get married or divorced, or have any changes in your household composition or household income, you are required to report the change in writing within ten calendar days.
- During your orientation meeting you will receive a Request for Tenancy Approval (RFTA) form. When you find a unit you wish to rent, please submit the completed form to your assigned GRHC Section 8 Coordinator. Once we receive your RFTA:
 - * The GRHC will determine whether the unit is eligible according to U.S. Department of Housing & Urban Development (HUD) “rent reasonableness” and percent-of-income requirements.
 - * If the unit meets eligibility rules, we will conduct a HUD-required Housing Quality Standards (HQS) inspection.
 - * The rental subsidy begins either the date the unit passes the HQS inspection or the date your family takes possession of the unit, whichever is later.
 - * If your family moves into the unit before it passes the HQS inspection, you are responsible for 100 percent of the rent until the date the unit passes inspection.



Continued on reverse!



GRAND RAPIDS HOUSING COMMISSION

1420 Fuller Ave. SE | Grand Rapids, MI 49507 | 616/235-2600 | FAX: 616/235-2660 | www.grhousing.org

EQUAL HOUSING OPPORTUNITY

The Grand Rapids Housing Commission (GRHC) does not discriminate on the basis of disability, race, color, religion, age, national origin, familial status or sexual orientation. Our agency provides reasonable accommodation to disabled applicants and residents to ensure that programs and services are accessible to all. If you need a reasonable accommodation, please submit your request in writing to:

Grand Rapids Housing Commission
1420 Fuller Avenue SE
Grand Rapids, MI 49507
Attn: Toni Coristine

The GRHC provides free translation and interpretation services to its applicants and residents.

GRAND RAPIDS HOUSING CHOICE VOUCHER PROGRAM REQUIREMENTS & POLICIES

- No dual subsidy is permitted. This means that you cannot receive a subsidy under multiple programs and/or through another public housing authority (PHA).
- Money owed to any other PHA must be paid in full before you can exercise your portability option.
- Money owed to a landlord for rent or current damages must be paid in full before you can exercise your portability option.
- Unless the move is an approved reasonable accommodation, every client must fulfill a 12-month lease before they can port again or move to a different unit. (An example of a reasonable accommodation would be a move to a barrier-free unit when a household member requires a wheelchair.)
- The Housing Choice Voucher has an expiration date. Please submit a valid Request for Tenancy Approval prior to the expiration date shown on your voucher. If you are eligible for an extension of the expiration date, you must request that in writing. Please contact your GRHC Section 8 Coordinator to find out whether you are eligible well before your voucher expiration date.
- Leasing from relatives is prohibited. You cannot lease a unit owned by a parent, child, grandchild, sister, brother or anyone else related to you or the members of your household.
- You must occupy the unit you lease. You cannot sublease the unit. Taking possession of the unit and not using it as your residence violates the rules of the Housing Choice Voucher program.
- Fraud or misrepresentation of facts will result in penalties including but not limited to termination of your Housing Choice Voucher, repayment of funds received, program ineligibility and/or criminal prosecution.

La Comisión de Vivienda de Grand Rapids proporciona servicios de traducción para participantes y clientes. Si usted necesita esta forma en Español porque no lee inglés o requiere que esta información sea interpretada o traducida por favor llame a nuestra oficina al 616/235-2600 para una interpretación o traducción gratuita.

