



Portability Request

TENANT INFORMATION	
Tenant Name:	Phone Number:
Address:	Email:
Reason I am requesting portability:	Move Date (Current participants only):

I request portability to the following location:

RECEIVING HOUSING AUTHORITY INFORMATION	
Housing Authority Name:	Name of Contact Person:
Mailing Address:	Email Address:
Phone Number:	Fax Number:

Are you enrolled in the Family Self Sufficiency (FSS) Program (applies to current participants)? Yes No

_____ **Tenant Signature** _____ **Date Signed**

For Office Use Only	
Voucher Expiration Date: _____	Lease & Contract Termination: _____
Voucher Bedroom Size: _____	<i>Record of Verbal Contact with Receiving PHA:</i>
<input type="checkbox"/> Regulatory Portability (Out of State)	Date of Contact: _____
<input type="checkbox"/> Statutory Portability (In State)	Contact Person: _____
<input type="checkbox"/> Letter of Confirmation, with requested documents sent to PHA - Date: _____	
Housing Specialist Signature: _____	Date Signed: _____

Current Section 8 Voucher Holders

Contact your Housing Specialist to let them know you want to go portable to another jurisdiction (City) outside of Chandler.

Fill out the Portability Request form and submit it to your Housing Specialist. This form will be used to prepare your outgoing portability packet.

Give your Housing Specialist current income information. This includes income and assets from every source for each household member.

Transfer your paperwork: Once your paperwork is complete, your packet will be ready for mailing to your new Housing Authority. The packet must be sent by your Housing Specialist and cannot be hand-delivered. Some items are required by federal law to be mailed and cannot be faxed or emailed.

Your portability packet will be ready within 7-14 business days.

Other Housing Authority Requirements: Housing Authorities often have different requirements. Before requesting your paperwork be sent to another housing authority, call them and confirm the following:

- Income Limits
- Payment Standards
- How many bedrooms you qualify for (Subsidy Standards)?
- Is a new background check required for all adult household members? If so, are you required to provide it, or will there be a delay due to the new housing authority conducting a background check?

Communicating with the City of Chandler Housing and Redevelopment Division: Here are the many ways you can communicate to let your City of Chandler Housing Specialist know: (1) You want to port out to another jurisdiction, (2) you need to submit the Portability Request form, or (3) you would like to request a phone appointment:

- **Email** your Housing Specialist directly through their assigned email
- **Call** your Housing Specialist directly
 - If you are unsure of your Housing Specialist's email or phone number, go to our website at chandleraz.gov/affordablehousing and click on **Staff** (right-side of the screen) to find this information
- Use our **encrypted email** Housing.ResidentS@chandleraz.gov
- Go to your portal and send a message chandleraz.gov/affordablehousing, click on **Applicant/Resident Portal** button to login
- Go to our website and schedule an appointment chandleraz.gov/affordablehousing, click on **Schedule Appointment** button for our WaitWhile appointment system. We will call you before the appointment.
- Use our **Drop Box** (NEW!) located in the parking garage next to the door leading into our office. You can use this to drop off documents for your Housing Specialist.

Applicants who have been issued a voucher, but not leased yet: Contact our office about restrictions for applicants who have a new voucher and wish to take that voucher to another jurisdiction.

Voucher Billing (Administering) or Absorbing: The City of Chandler would prefer if your new Housing Authority billed us so that we can reimburse your housing assistance payment; however, the choice of billing or absorbing belongs to your new Housing Authority. We will **not** delay or deny your portability for this reason.