

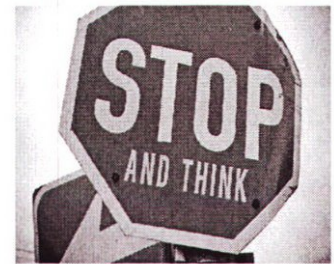
PORTABILITY REQUEST INFORMATION SHEET (Housing Assistance Transfer)

1. You must give **WRITTEN** notice to your owner/manager according to what is stated in your lease regarding moving out. Include a copy of that written 30/60 day notice with the "Notice to Vacate" packet.
2. You and your landlord must complete the "Notice to Vacate" form included in this packet.

THINK ABOUT STEPS 1 AND 2 BEFORE COMPLETING THIS PACKET.

Note the following:

- It is recommended that you find housing and be approved in your new city, state or county before you submit your request to port.
- Raleigh Housing Authority will "**STOP**" payment to your current landlord based on the move out date you put on your written notice. As of that date, you will be responsible for the total expense of your housing. It's necessary that you be financially prepared.



3. Once you have submitted your "Request to Port", you will be scheduled for a port-out briefing. RHA will begin the process to ensure your family is eligible to port out of Wake County. Background checks will be completed for all family member 18 years of age or older.

YOUR PORTING REQUEST FORM **MUST BE COMPLETE**. FAILURE TO COMPLETE THIS FORM WILL CAUSE DELAYS AND YOUR REQUEST MAY BE DENIED. *The request must include the following information:*

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| A. Name of Housing Authority | F. Contact address for your family |
| B. Name of Contact Person | G. Contact phone number for your family |
| C. Mailing Address | H. Contact email for your family |
| D. Contact Phone Number | I. Proof of your current income; example last 4 paystub, current award letter. |
| E. Email Address | |

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4. Once your request has been approved a voucher will be included in your porting packet. You will only be given a voucher for 60 days with "NO EXTENSIONS" to find new housing with your new housing authority.

IF YOU ARE CURRENTLY IN THE MOVING PROCESS, YOU **WILL NOT** BE GIVEN A NEW VOUCHER. YOUR EXPIRATION DATE WILL REMAIN THE SAME AND THE CURRENT VOUCHER MUST HAVE AT LEAST 30 DAYS REMAINING BEFORE IT EXPIRES. REQUESTS FOR EXTENSIONS **WILL NOT** BE GRANTED. IF YOU FIND YOURSELF IN NEED OF ANY ADDITIONAL TIME, YOU WILL NEED TO MAKE THAT REQUEST WITH THE NEW HOUSING AUTHORITY. THEY SHOULD BE ABLE TO GRANT YOU A 30-DAY EXTENSION.

5. A record of the approved family members will be part of the information submitted to your new housing authority. Your new housing authority will determine what voucher size your family is eligible to receive based on the new housing authority's payment standard and guidelines.