

Portability Instructions for Transfer to Howard County

1. Ask your Housing/Portability worker to *fax* your Transfer Packet to

**(410) 313-1466, Attention: Robyn Bishop or mail to:
Howard County Housing Commission,
9140-A Guilford Road
Columbia, Maryland 21046**

2. Call the front desk at (410) 313-6320 to verify that your paperwork (port packet) has been received, and to confirm dates and your attendance of next Portability Briefings. Portability Briefings are held every other Wednesday at 10:30 a.m. at the above address. You must attend the Portability Briefing in order to obtain your Howard County Voucher. ***Please do not be late.*** The Portability Briefing will last approximately 3 hours. It is not advisable to bring young children.
3. *Bring copies* of your birth certificates, social security cards, picture identification cards (of all adults), employment letter, TCA and or Social Security/SSI Award letter, recent bank account statement, child support and all other income. The information cannot be older than (120) days. All adults (18) years of age and over must attend and sign all paperwork.
4. A Background Check will be completed on each adult in the household. It will list questions regarding criminal and/or drug history, and fraud, which will cover a (10) year period. It usually takes (2) weeks for a Maryland resident and up to (4) weeks for an out of state resident Background Check to be completed. We will call you when it is completed. If you are denied; we can fax the Transfer Packet back to your original jurisdiction or to the office you designate.
5. You will learn how to do a 40% Worksheet to determine eligibility for a unit (if possible, bring a calculator). HUD regulations prohibit a tenant from paying more than 40% of their income toward rent and utilities. You will also be given the Howard County payment standards and utility forms.
6. We will issue you a Lease Packet and a Howard County Voucher for the bedroom size our Administrative Plan allows. The dates on the Voucher will be the same dates that your agency initially used. You will have to request an extension in writing from our office. Do not submit a Lease Packet to the Landlord until we have confirmed your Background Check process.
7. Do not turn in a signed Lease Packet until you have completed the 40% Worksheet, received a rent approval and all your income verifications have been submitted to this office. A Move-In Inspection will be completed within 5-7 days after you return a complete signed Lease Packet. We will call you with the rent amounts.