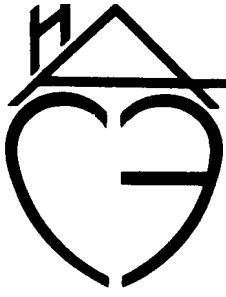


HOUSING AUTHORITY CITY OF ELKHART

Housing Choice Voucher Program



1396 Benham Avenue
Elkhart, Indiana

www.ehai.org

Phone 574-295-8393
Fax 574-293-0580
TTY 574-295-9682



Outgoing Portability Request- Page One

Regulatory conditions pertaining to an assisted family include:

- The PHA will deny a family permission to make an elective move during the initial lease term. The PHA will also deny a family permission to make more than one elective move during any 12-month period.
- The family must be in good standing and must not owe the PHA for unreported income or other balances.
- The family has a right to terminate the lease on notice to the owner. The lease specifies the requirement on notice to terminate the lease.
- The lease for the unit has been terminated by mutual agreement of the owner and family. The family must provide the PHA a copy of the termination agreement.

The family must be in good standing with the HCV Program which includes that no outstanding balances with the PHA or the landlord. The participant must leave the unit in good condition. Damage beyond normal wear and tear will be cause for termination. A forty-five (45) day notice must be provided to the Housing Authority.

1. When the family moves under portability they must inform the initial PHA of the PHA they wish to move. The HCV staff will contact the receiving PHA via email, fax or other confirmed delivery method to determine if the receiving PHA will bill or absorb the family's voucher.
2. It is the participants' responsibility to determine the area to port the voucher. The participant should be certain of the location as the Elkhart Housing Authority will only process one portability request per year. You can go to HUD's web site to look for Housing Authorities in the area you wish to move.
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/pha/contacts
3. At the scheduled Appointment, a Tenant Notice to Vacate (TNTV) will be completed with the appropriate vacate dates and sent to the landlord. The landlord will be advised to submit in writing any outstanding balances and to conduct an inspection to determine the unit is in satisfactory condition.
4. You will be issued a voucher and Portability Paperwork will be issued to the PHA of your determination. The HCV staff will inform you of the steps you must take.
5. If landlord advises the HCV Program that there are outstanding balances or the unit is not in good condition the paperwork will be suspended until conditions are remedied.

FORM CONTINUED ON NEXT PAGE

Outgoing Portability Request- Page Two

Complete this section and print all information except for signature.

Participant Name

Participant Phone Number

Participant Current Address

Participant Email Address

Date Lease Ends

Date I intend to move out of current unit. This must be at least 45 days from the date this form is submitted.

Housing Authority I wish to relocate to is: _____

I have read this form and understand that I must be in good standing with the HCV Program and in compliance with the lease for my current unit. I further understand that I have chosen the location I wish to relocate and that I will be required to wait 12 months to submit an additional portability request.

Participant Signature

Date