

“Equal Housing Opportunities”



550 Meeting Street
 Charleston SC 29403
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PORT-OUT REQUEST FORM

In order to move to another Public Housing Authority’s (PHA) jurisdiction, while retaining your Housing Choice Voucher assistance, the Head of Household must complete and return this form to the CHA program along with an Intent to Move-Charge of Unit form and at the least a **30-day written notice to your landlord**.

TENANT INFORMATION		
Head of Household:	Cell/Home Phone:	
Current Address:	Email:	
If you are an applicant, were you a resident of Charleston at the time of admission into the programs: <input type="checkbox"/> YES <input type="checkbox"/> NO If you are a participant, have you been receiving assistance at The Housing Authority of the City of Charleston for at least one year: <input type="checkbox"/> YES <input type="checkbox"/> NO Is a family member currently enrolled in the Family Self-Sufficiency (FSS) Program: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
HOUSING AUTHORITY INFORMATION		
(Please provide information of the Housing Authority you are interested in porting to)		
State:	County:	City:
Name of Housing Authority:	Name of Portability Officer:	
Address:	Phone:	Email:

I understand that to process this request, The Housing Authority of the City of Charleston will forward to the PHA listed above any and all paperwork in my client file that it deems necessary. I further understand that this request is subject to certain eligibility requirements by both The Housing Authority of the City of Charleston’s Housing Choice Voucher Program and the new housing agency, and that my request may be denied should I fail to meet these requirements (CHA requirements listed on page two of this form).

 Head of Household Signature

 Date

For Office Use Only	
Date request received: _____ Date Client Contacted: _____ <input type="checkbox"/> Client is in good standing with CHA Client <input type="checkbox"/> owes <input type="checkbox"/> does not owe money to a Housing Authority Amount \$ _____ Agency _____	Date PHA Contacted: _____ Person Contacted: _____ <input type="checkbox"/> Receiving PHA will absorb <input type="checkbox"/> Receiving PHA will bill Date of Admission: _____
<input type="checkbox"/> Client Approved to Port <input type="checkbox"/> Client Denied to Port	
_____ Housing Representative Signature	_____ Date

AM I ELIGIBLE TO MOVE INTO A UNIT IN A DIFFERENT HOUSING AUTHORITY?

In order to move through the portability feature of The Housing Authority of the City of Charleston Housing Choice Voucher Program, you must meet the following eligibility requirements:

Participant, you...

1. Have lived in your current unit for a least a year except in emergency cases;
2. Have not moved within the previous 12 months;
3. Are not currently in violation of the program obligations;
4. Do not currently have a Termination Notice issued to you;
5. Do not have an open RFTA;
6. Do not have any current tenant caused HQS violations;
7. Have completed your annual recertification within the past 120 days;
8. Have provided income information for verification including Social Security/SSI benefits, child support, unemployment, etc.;
9. Have provided a picture ID for all adults in the household, as well as Social Security cards and birth certificates for all household members; and
10. Meet all the eligibility requirements of the housing agency to where you would like to port

Applicant, you...

1. Have been resident of Charleston for at least one year at time of admission into the program;
2. Have provided income information for verification including Social Security/SSI benefits, child support, unemployment, etc.;
3. Have provided a picture ID for all adults in the household, as well as Social Security cards and birth certificates for all household members; and
4. Meet all the eligibility requirements for the housing agency to where you would like to port including income limits and payment standards.

WHAT ARE THE NEXT STEPS IN THE PROCESS?

STEP 1: Upon receipt of inquiry, CHA will verify that you are eligible to port-out according to the requirements listed above. If you are eligible to port, the CHA will notify you in writing of its determination within 10 business days following receipt of your request.

STEP 2: Within 10 business days of your receipt of written approval to move, a meeting will be scheduled to issue you a voucher for 90 days. CHA does not approve extensions unless the voucher expires before the portable family issued a voucher from the other Housing Authority or you decide to search for a unit at a different Housing Authority.

WHAT IS THE PROCESSING TIME?

Processing time is 10-20 days, provided we receive all the necessary requirements from you in a timely manner.

HOW CAN I OBTAIN A LISTING OF AVAILABLE HOUSING AGENCIES?

You can go to the following website to get a list by state of Housing Agencies

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/pha/contacts