



HOUSING AUTHORITY AND URBAN RENEWAL AGENCY OF POLK COUNTY
204 S.W. WALNUT, P.O. BOX 467, DALLAS, OREGON 97338
503-623-8387 * FAX 503-623-6907 * TDD 1-800-735-2900

REQUEST TO USE PORTABILITY

WHAT IS *PORTABILITY*?

Portability – is the ability of a family to move from West Valley Housing Authority's (WVHA) jurisdiction to another housing authority jurisdiction.

Portability was developed to broaden housing choices for low-income families by allowing Voucher holders to move to areas outside of minority and poverty concentration. The outcome of individuals exercising portability varies. However, some families have experienced increased satisfaction with neighborhood safety and schools and increased job opportunities.

WVHA's policy to allow families to utilize their Voucher for Portability, to transfer to another jurisdiction, as long as:

1. The family has not violated the Family Obligations listed in 24 CFR 982.551;
2. The family owes no outstanding debts to WVHA or another housing authority; and
3. The family has not moved under Portability within the last 12-month period.

WVHA **may** deny permission to move to a jurisdiction with higher payment standards if there is insufficient funding provided by HUD to pay the higher obligation unless the receiving PHA is willing to absorb the family into their own program. As well, use of Portability may be denied if WVHA does not have sufficient funding for continued assistance to support the move in accordance with 24 CFR 982.314(e)(1).

PROCEDURES TO FOLLOW TO MOVE UNDER PORTABILITY -

1. Submit a copy of your 30-day Notice of Intention to Vacate, a copy of your landlord's notice, or a copy of the Mutual Termination Form signed by both you and your current landlord. Note that if you are being evicted, this may impact on your use of Portability.
2. Complete the attached Request to Use Portability form.
3. You will be required to come into the office to sign a Voucher.
4. WVHA will forward your information to the new housing agency.
5. You will need to schedule and intake appointment with the new housing agency.

PLEASE BE AWARE -

1. It is your responsibility to find a housing agency operating a Section 8 Voucher Program with jurisdiction over the area in which you wish to move.
2. The Voucher Payment Standard and utility allowance that will be used in the calculation of your assistance will be the responsibility of the housing agency where you are transferring.
3. The housing agency where you are transferring may have different policies or occupancy standards that can change the bedroom size on your Voucher.

NOTE: NEITHER THE VERBAL ACT OF REQUESTING TO USE PORTABILITY NOR THE COMPLETING OF THIS REQUEST FORM CONSTITUTES APPROVAL TO USE PORTABILITY. THIS APPROVAL AUTHORITY RESTS WITH WVHA.





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REQUEST TO USE PORTABILITY

I, _____, hereby request that a Portability transfer packet be sent from West Valley Housing Authority to the housing agency listed below:

Full Name of New Housing Agency

Name of New Agency Contact Person

Full Street or Mailing Address

Telephone Number of Contact Person

City, State and Zip Code

New Agency Fax Number

X

Family's Signature

Date

Forwarding Address: _____

Telephone or Message Number: _____

Portability Request 2013V1



West Valley Housing Authority's mission is to serve Polk County citizens by providing quality housing for those in need and to encourage their progress toward self-sufficiency.