



Portability Outgoing Request

Name of Family: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Reason(s) for request: _____

I am requesting portability transfer to the Public Housing Agency (PHA) I have listed below.

RECEIVING PUBLIC HOUSING AGENCY

Agency Name: _____

Address: _____

Contact Person and Title: _____

Phone Number: _____

Fax Number: _____

Email: _____

I hereby acknowledge that I have read and understood HACSB Outgoing Portability FAQ. I understand my responsibilities in exercising Portability.

Head of Household

Date

Outgoing Portability FAQs

Who is eligible for Portability?

Families under the Housing Choice Voucher Program (also known as Section 8) are eligible for Portability. The portability request is approved if the family is not in violation of their lease, is in good standing with their current landlord, and does not owe money to HACSB. Applicants recently selected from the waiting list may not be eligible for portability until they have leased in San Bernardino County for at least one year. Exception may be made through the approval of a reasonable accommodation or certain special program rules.

How long will it take for HACSB to transfer my portability documents?

Once HACSB has collected all briefing and move documents from the family, portability documents will be sent to the receiving agency. Participants should be mindful of processing times and potential processing delays.

Will my rent portion and voucher size stay the same when I transfer?

The receiving agency may have different subsidy standards and tenant portion calculations than HACSB. It is especially important for participants to communicate with the receiving agency to find out how their policies may affect the participant's assistance.

Will the receiving agency provide additional search time on my voucher?

Per HUD policy, the receiving agency will provide a 30-day extension from HACSB's voucher expiration date.

Will HACSB approve voucher extensions after my file has been transferred?

In addition to the initial voucher search time and any extensions already provided, HACSB may provide additional extensions to families who have ported out. Extensions are subject to policy and the extension request must be received before the voucher has expired in the receiving agency's jurisdiction.

Can I return to HACSB if I no longer want to Port out?

Participants may request to return to HACSB if there is search time remaining on the voucher. A participant whose voucher has already expired will be denied.

Can the receiving agency deny my portability?

The receiving agency may deny portability if the family does not comply with eligibility requirements, fail their criminal background screening, or if an applicant is over-income in the receiving agency's jurisdiction.

Can I port out if I am under the Term Limited Assistance Program?

Yes, participants under the 5-year Term Limited Assistance program can port out if the participant is not in the final month of the program. The program end date may be suspended while the participant is out of HACSB's jurisdiction. The remaining time left on the TLA program may be applied should the participant wish to return to HACSB's jurisdiction.