# Portability Instructions for
# The Housing Authority of Gloucester County

1) You must submit a written request to this agency with:

   a) The name of the town you wish to move to
   b) The name of the housing authority
   c) The name of the contact person for portability
   d) The address of the housing authority
   e) The telephone number, fax number and/or email
   f) Your caseworker may assist you in obtaining this information
   g) Your name, telephone number and email address

2) You may search for vacancies in the area that you would like to move to on:                     **socialserve.com**

3) When this agency receives confirmation of the billing arrangement for the receiving housing authority your written request for portability will be approved or denied.  You must have a 'legal domicile' in the jurisdiction of this agency for the first year of housing assistance.

4) If you are approved, arrangements will be made for a Housing Choice Voucher to be signed by you with 120 days for your housing search.  If you do not locate housing in 120 days you must request an extension on your Voucher from the receiving housing agency in accordance with 982.355 (c)(13)(14).  If the receiving PHA does not approve your request for an extension you may lose your voucher so it is important to locate housing as soon as possible.

5) You will be responsible to submit a letter to your current landlord and send a copy of the letter to your caseworker here that you are moving out of the unit or terminating the lease in accordance with Obligations of the Family 24 CFR 982.551(f).

6) When your voucher is signed, all of the necessary portability forms (HUD-52665 and HUD-50058) will be emailed or faxed with a copy of your voucher to the receiving housing authority.

7) Once your portability packet has been emailed or faxed, you will need to stay in contact with the portability contact person for the receiving housing authority.

8) Procedures and policies will be in accordance with the receiving housing authority for your move to their jurisdiction.