

**Portability Instructions for  
The Housing Authority of Gloucester County**

- 1) This agency will absorb vouchers effective 1/1/09 until further notice.
- 2) The listings for possible vacancies are on the internet at:

**New Jersey Housing Resource Center  
([www.nj.gov/njhrc](http://www.nj.gov/njhrc))**

- 3) The address, telephone and fax information is:  
**The Housing Authority of Gloucester County  
100 Pop Moylan Boulevard  
Deptford, NJ 08096  
856-853-1190 \* Fax 856-251-6671**
- 4) The contact person and e-mail is:  
**Eydie Blair  
Intake Department Supervisor  
[eblair@hagc.org](mailto:eblair@hagc.org)**
- 5) Once the caseworker from your housing agency sends the required Portability forms that include: HUD-52665 and HUD-50058 with a copy of your voucher, this agency will schedule a date and time to complete your Intake appointment to prepare a file for you here.
- 6) We require that you provide birth certificates, social security cards, proof of income and banking information for all family members to this appointment. Other documents will be requested as needed.
- 7) Once your appointment has been completed, you will receive a Request for Tenancy Approval Form to take to your prospective landlord.
- 8) When the landlord and you fill in the form, please return it to this agency as soon as possible.
- 9) An inspection will be scheduled as soon as an inspector is available to go to the area that the unit is located in.
- 10) Once all documents, RFTA's and completed inspections are in your file you will be contacted to sign a lease.