

## Portability Instructions for the Housing Authority of Gloucester County

1. This agency will absorb vouchers effective 01/01/2009 until further notice.
2. The listings for possible vacancies are on the internet at: New Jersey Housing Resource Center (<https://www.nj.gov/njhrc/find-housing/>)
3. The address, telephone, and fax information are: **The Housing Authority of Gloucester County, 100 Pop Moylan Blvd, Deptford, NJ 08096 – 856-853-1190 \* Fax 856-251-6671**
4. The contact person and email address are **Letitia Everly, Intake Department Supervisor – [leverly@haqc.org](mailto:leverly@haqc.org)**
5. Once the caseworker from your housing agency sends the required Portability forms that include: HUD52665, HUD50058 with the supporting documents, and a copy of your voucher; this agency will schedule a date and time to complete your Intake telephone 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 prior to your Intake 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.

TRIN