



1300 Piccard Drive, Suite 203 Rockville, MD 20850

Main (301) 424-6265 Fax (301) 217-5857 TTY (301) 424-1078

PORTABILITY REQUIRED FORMS AND PROCESS

The requirements to port to another Housing Authority Agency are as followed:

- Complete and interim application
- Complete Relocation Request Forms (notice to vacate, request to relocate, interim application, and outgoing portability form)
- Client must submit all current income and asset information if there has not been an annual or interim recertification completed within the last 60 days from the time of the request
- Complete the outgoing portability form (name and contact information of the receiving Housing authority contact information and name of contact person)
- Complete, sign and date the Notice of Intent to Vacate and have the current landlord sign and date it as well
- Client must submit all utility bills and all accounts must be in good standing
- Once all the above has been satisfied, client will attend the relocation briefing at which time a current voucher will be issued
- Once voucher is issued, client may begin housing search

❖ *Voucher is issued within 48 to 72 hours from attending the voucher briefing.*

All required information and forms must be completed and provided before the process begins

Once a voucher is issued, the voucher participant will be provided with the items below:

- Print, sign, and date voucher
- Have client sign voucher
- 30/50 sheet
- HCV voucher briefing presentation
- How portability works presentation
- Lead Paint pamphlet or link
- Landlord-Tenant pamphlet or link
- Fair housing pamphlet or link
- Renter's insurance
- Social services listing



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- 1- **Landlord-Tenant**
book <https://montgomerycountymd.gov/DHCA/housing/landlordtenant/handbook.html>
- 2- **Protect your family from Lead in your Home:**
https://www.epa.gov/sites/default/files/2014-02/documents/lead_in_your_home_brochure_land_b_w_508_easy_print_0.pdf
- 3- **Fair Housing:**
https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_rights_and_obligations
- 4- **Tenancy Addendum:** <https://www.hud.gov/sites/documents/52641-A.PDF>