



Leasing Operations
675 West Main St
Rochester NY 14611
(585) 697-6105
Fax (585) 697-6104

You have indicated that you wish to move to another jurisdiction with your Housing Choice Voucher. This is called "porting". Proper notice must be given to your landlord and to RHA and you must be in good standing with RHA. It is recommended that you discuss this process with your Housing Specialist before making any decisions.

In order to continue, you will need to provide us with information about the Housing Authority that is in the area where you wish to move. You may visit www.hud.gov for information about other housing authorities. Some areas have more than one housing authority and you will need to choose one.

We will contact that Housing Authority in advance to decide if we will be able to permit this move. We will let you know as soon as we have the information we need to make that decision. Please ***do not move*** from the area before you meet with the portability department.

Complete and return this form:

Date you wish to move: _____

Name of Housing Authority _____

Address of Housing Authority _____

Contact person for portables: _____

Phone: (____) _____ Fax: (____) _____

email: _____@_____

Is housing authority absorbing _____ or billing _____ ?

My current phone number: _____ . My forwarding address will be: _____

Sign and Return: _____ **Date:** _____
encl: questionnaire

Itr 604

Victims of domestic violence, dating violence, or stalking may have protections provided by the Violence Against Women's Act, or if you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the Housing Authority immediately.



A Checklist for Moving Out of Rochester

Being prepared and having money set aside for the move will make the transition easier and more successful.

Money Needed for the Move

- ___ Security Deposit (\$400- \$700)
- ___ Up to two months' rent (until Section 8 is opened)
- ___ Utility Deposit (if required)
- ___ Moving Expenses (moving van, furniture storage)
- ___ Transportation to the new city

Research Ahead of Time

- ___ A place to stay in the new city
- ___ Family or friends in the new city in case help is needed.
- ___ Neighborhoods - "Good" or "Bad" Areas
- ___ Public Transportation is available and nearby if needed
- ___ Somewhere to store belongings

Before Moving

- ___ Gather and store original Birth Certificates and Social Security cards for everyone in the household
- ___ Contact addresses and phone numbers for:
 - New Housing Authority _____
 - New Social Services Office _____
 - Social Security Office _____
- ___ Children's school records transferred to new school district
- ___ Change of Address filed with the Post Office

Portability Information

In order to take your voucher to a different housing authority (called porting), you must be in good standing with the Rochester Housing Authority and with your landlord. You cannot owe the Rochester Housing Authority any money. If you are a current participant, you must give proper notice to your landlord. We generally do not permit moves or porting during the first year of your lease.

The first step is to tell us where you wish to move and the Housing Authority that you would like to work with in that area. We will help you contact that Housing Authority. We will send the paperwork directly to your new Housing Authority, using the address and telephone information you have provided us. It will be your responsibility to contact that office for an appointment to receive the proper paperwork for leasing a unit in the new area.

At your appointment you will need to supply the new Housing Authority with:

- a. Birth certificates and social security cards for all family members
- b. Proof of Immigration Status (if this applies to you)
- c. Verification of all sources of income and assets
- d. Ask what other information you may need to provide when you contact your new housing worker.

Different Housing Authorities have different rules, policies, and deadlines. There will be different payment standards and utility allowances that will effect what you pay for rent. You will get this information when you meet with the worker from the new Housing Authority.

You should plan on paying your entire first month's rent or more without housing assistance. Some Housing Authorities will not see you until after the start date on your voucher, or there may be a delay in your receiving all the proper paperwork for searching for a new unit.

Your voucher will be effective for sixty days from the date of issuance and extensions may not be available. You may wish to start looking for a unit by using the internet or by contacting friends or relatives in the area to help you find a new rental unit.

We will recertify your income and household composition before we send your voucher to the new Housing Authority. At the time of this recertification interview, please be prepared with all current, updated family composition and income information and documentation. No changes, including household composition, can be made once the portability paperwork has been sent to the new Housing Authority