



## Leasing Operations

675 W. Main St.  
Rochester, NY 14611  
Phone: 585 697 6105  
Fax: 585 697 6104

To \_\_\_\_\_ (Housing Specialist)

I wish to move to another jurisdiction with my Housing Choice Voucher. This is called "porting". I understand proper notice must be given to my landlord and to RHA and I must be in good standing with RHA. I will discuss this process with my Housing Specialist before making any decisions.

Below is the information for the Housing Authority that will accept my voucher.

RHA will contact that Housing Authority in advance to decide if the move is possible. RHA will let me know as soon as the information has been received.

I understand I should not move from the Rochester area before I meet with the portability department.

### Complete and return this form:

Date I wish to move: \_\_\_\_\_

Name of Housing Authority \_\_\_\_\_

Address of Housing Authority \_\_\_\_\_

Contact person for portables: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

email: \_\_\_\_\_@\_\_\_\_\_

Is housing authority: absorbing \_\_\_\_\_ or billing \_\_\_\_\_ ?

I can be reached at this phone number: (\_\_\_\_\_) \_\_\_\_\_.

My forwarding address will be: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed \_\_\_\_\_

encl: questionnaire

Date: \_\_\_\_\_

ltr 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.





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**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 and 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 and somewhere to store belongings
- 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

**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

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