

GFHA Portability Request Form

“Portability” refers to the process through which the family can transfer or “port” their rental subsidy when they move to a location outside of the GFHA jurisdiction.

AM I ELIGIBLE TO PORT MY VOUCHER TO ANOTHER HOUSING AUTHORITY?

To move with your voucher, you must meet one of the following requirements:

- The head of household was a resident in Grand Forks County at time entered the waitlist.
- You have been receiving housing assistance in GF for at least 1 year AND
 - Are in good standing with the housing authority
 - Are in good standing with the current Landlord and do not owe any money.

If you believe you are eligible to port and you would like to transfer your housing assistance to a different housing authority’s jurisdiction, please fill out the form below. **You also need to attach a letter or move out form from your current landlord stating your last day you are responsible for the unit and that currently you are in good standing.** Your request will not be processed until the GFHA receives a copy of your vacate notice. Please be aware that it could take up to 2 weeks to review and process your Portability Request Form.

Name of Head of Household: _____

Current Address: _____

Phone # _____ Email: _____

Last day responsible for unit _____ (You cannot start the portability process unless you are within **60 days** of the last day you will be responsible for the unit)

I am requesting that my Voucher be transferred to the following agency: _____

Address of PHA _____

Contact Person _____

Phone/FAX/Email of PHA _____

Next steps in portability process:

- We will evaluate your request to make sure we are able to grant your request
- If your request is approved - we will contact you to come in and sign the transfer paperwork
- Once we have the signed paperwork, we will forward the paperwork to the housing authority where you will be moving to.
- Your assistance at your current unit will end on the date listed as the last responsible date so if you do not move out on that date, you are fully responsible for the full rent.
- You will need to contact the new housing authority to inquire about any additional requirements that they may have.

Signature of Head of Household

Date