INSTRUCTIONS FOR REQUESTING TO PORT OUT

STEP 1: Complete the **Family Request for Portability** with your contact information at the top of the form and the new Housing Authority's contact information at the bottom with your signature.

☐ (This form will be returned once completed)

Step 2: Complete the **Request to Vacate Form** that must be completed by you and the midsection completed by your current landlord.

☐ (This form will be returned once completed)

It is required to provide a copy of the written move out notice that was given to your current landlord. ***Failure to provide a copy will cause a delay in processing your request.*** *(Our office will no longer make a payment after the effective move-out date given to your landlord.)*

Step 3: Read and sign the **Next Steps** form which provides you with details explaining the portability process and how the paperwork will be sent to the new Housing Authority. You will sign and date one form.

☐ (Only **ONE** form will be returned once completed).

You will keep the other copy for your records

AFTER FORMS HAVE BEEN RETURNED

A criminal background will be pulled on all family members 18 years of age of older. (The program guidelines states that you can't have a Misdemeanor charge within 5 years nor a Felony charge within the last 7 years in order to qualify)

****Failure to provide a copy of the written move out notice that was provided to your current landlord with your move out date will cause a delay in processing your outgoing portability request. ****

FINAL STEP: Your portability documentation will be sent within ten (10) business days to the new Housing Authority. The family will receive a letter stating that the portability paperwork has been sent via mail.

Revised 7-20-15 EC

Leased Housing

Housing Authority of the City of Raleigh, North Carolina

Leased Housing

900 Haynes Street
Raleigh, NC 27604

Priscilla Batts
Director of
Leased Housing

Applications
(919)831-6926

Section 8 HAP
(919) 508-1105

NEXT STEPS

Now that you have completed the Family Request for portability, Request to Vacate Form and signed the Next Step form and returned your move out notice here's what's next.....

Your portability papers will be sent to the jurisdiction (new housing authority) that you have provided. (**Within 10 business days**)

- You will receive a copy of an introductory letter. Once you receive this letter from Raleigh Housing Authority indicating that your paper work has been sent out,
- Contact the new ***Receiving*** Housing Authority to set up an appointment for a briefing.
- The receiving Housing Authority will issue you a voucher according to ***their*** guidelines.
- **There will be no additional extension given.**
- If you change your mind and no longer desire to port out (relocate), **you must do so before your initial voucher with the Raleigh Housing Authority expires** and.....
  - Make a request to the Receiving Housing Authority to send your portability papers back to our office.
  - **No Fax Copies Accepted – return paperwork to portinginfo@rhaonline.com**
  - Immediately notify RHA. (Letter must be sent Attention: ***Portability***)
  - Should the family decide to remain in the current unit after the move out notice has been provided, the tenant will need to submit a leasing packet completed by current landlord. **NO HAP** payment will be released until this unit passes a new inspection.

If your voucher expires, you will be without assistance. If you are still in need of assistance you must reapply.

Housing Authority of the City of Raleigh, North Carolina

Leased Housing

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REQUEST TO VACATE FORM
FOR OUTGOING PORTABLES

THIS IS NOT AN OFFICIAL NOTICE TO VACATE. APPROVAL MUST BE GIVEN FOR A FAMILY TO MOVE AFTER THIS FORM IS RECEIVED BY RALEIGH HOUSING AUTHORITY.

Name: _____ Telephone: _____

Current Address: _____

I wish to move to another county within North Carolina or another state.

County: _____ State: _____

Housing Authority Name: _____

Housing Authority Address: _____

Contact Persons Name: _____ Telephone Number: _____

Fax Number: _____ Contact Person e-mail: _____

Date you wish to move out: _____ (**note:** *must* ***be*** *the end of the month)*
Tenant will be responsible for giving current landlord a written move out notice. ***(Notice must follow terms of lease)***

I understand that false statements of information and/or moving from my current unit while not in "good standing" (i.e., owing for damages or delinquent rent) may be grounds for termination of my housing assistance and tenancy.

_____ _____
Tenant's Signature **Date**

THIS SECTION MUST BE COMPLETED BY YOUR CURRENT LANDLORD. (Note: This is not an official 30 days notice to vacate.)

(Note: This is not an official 30 days notice to vacate.)

Tenant owes money for unpaid rent **Yes** _____ **No** _____ **as of** _____ (*date*) Amount $_____

Please check one:
- ❑ Tenant is in a yearly Lease
- ❑ Tenant is on a month to month Lease
- ❑ **Current Lease end date** _____

A preliminary inspection of the unit indicates that the tenant owes money for damages Yes _____ No _____ as of _____ (*date*)

- ❑ Damages cannot be assessed until after move-out.
- ❑ Money for damages will be deducted from tenant's security deposit of $_____.
- ❑ Damages exceed security deposit amount of $ _____.

***DOCUMENTATION OF ALL MONIES OWED MUST BE PROVIDED TO THE RALEIGH HOUSING AUTHORITY WITHIN 10 BUSINESS DAYS AFTER TENANT MOVES OUT OF UNIT. ***

Owner's Signature: _____ Date: _____

Telephone: _____

FOR HOUSING AUTHORITY USE ONLY. Do Not Write Below This Line.

Request to vacate denied: _____
Reason(s) for denial:
- ❑ Tenant owes for damages
- ❑ Tenant owes for unpaid rent
- ❑ Tenant owes for damages and unpaid rent
- ❑ Criminal background and Sex Offender Registry Check
- ❑ Other _____

Housing Official Signature: _____ Date: _____

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NEXT STEPS

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If your voucher expires, you will be without assistance. If you are still in need of assistance you must reapply.

_____ _____
Tenants Signature Date

Attachments:
Request to Vacate
Family Request for Portability

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FAMILY REQUEST FOR PORTABILITY

Date: _____

Name: _____

Address: _____

_____, _____ _____

Client Phone Number: (_____) _____

Social Security Number: (last 4 digits) _____ Voucher Number: _____

Should tenant decide to remain in the unit after move out notice has been provided, the tenant will need to submit the leasing packet completed by the current landlord. ***NO HAP*** *payment will be released until this unit passes a new inspection.*

Please complete the following about the Housing Authority you wish to transfer to under your portability option.

_____
NAME OF NEW HOUSING AUTHORITY

_____
ADDRESS

_____
CITY STATE ZIP CODE

_____ _____
CONTACT PERSON CONTACT PERSON E-MAIL ADDRESS

(_____)_____ (_____)_____
PHONE NUMBER FAX NUMBER

PLEASE NOTE: NO REQUESTS FOR TRANSFERS WILL BE PROCESSED UNTIL THIS FORM IS COMPLETELY FILLED OUT. RALEIGH HOUSING AUTHORITY OFFICE WILL REQUIRE A MINIMUM OF 10 BUSINESS (10) DAYS TO PROCESS YOUR FILE AND MAIL IT TO THE RECEIVING HOUSING AUTHORITY.

_____
SIGNATURE OF HEAD OF HOUSEHOLD