



## PORTABILITY REQUEST FORM

**Submit this form to the Longview Housing Authority.**

Email: [LHA@LongviewTexas.gov](mailto:LHA@LongviewTexas.gov)

Fax: (903) 237-1254

Mail: P.O. Box 1952, Longview, Texas 75606

Today's Date: \_\_\_\_\_

Participant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone #: \_\_\_\_\_ Last 4 Digits of SSN: \_\_\_\_\_

Please complete all the information below that you know regarding the location that you plan to move to under the Portability option:

### Receiving Public Housing Agency

HOUSING AUTHORITY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PORTABILITY SPECIALIST: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

Expected move out date from your current unit: \_\_\_\_\_

Have your attached a signed (by your current landlord) copy of your 30 Day Notice to Vacate  Yes  No

I am requesting portability to the above Public Housing Authority (Agency). I understand that my rent will be calculated based on income in the receiving jurisdiction.

\_\_\_\_\_  
Head of Household Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

*WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.*



## THINGS YOU NEED TO KNOW ABOUT PORTABILITY

Every housing agency serves a specific area. Because you have decided to move to an area that is served by another Public Housing Authority (PHA), you will move under a process called “portability”. There are some important things to know about portability so that you can make your move successfully:

- During the portability process, the housing agency you work with now will be referred to as the “Initial PHA”. The housing agency that serves the area you will be moving to will be referred to as the “Receiving PHA”.
- Your current housing portability specialist will prepare a Portability Packet. This packet will contain all of the documentation needed by the PHA where you will be moving. Longview Housing Authority will not process a portability packet until you have submitted a Thirty (30) days’ notice and a request for portability form. This documents indicates when you are be moving out of your current unit and where you are moving to, and allows us to forward your portability paperwork to the correct Receiving PHA.
- If you are new to the Housing Choice Voucher Program and have never leased a unit with your Voucher, you must meet the income limit of the Receiving PHA.
- When you move to a new area, and work with a different PHA, your voucher will be administered under the rules and procedures of the new PHA. These rules and procedures may be very different from Longview Housing Authority. The Receiving PHA should require you to attend a tenant briefing meeting where you will learn their policies and your obligations as a participant in their area of operation.
- If you need to request an extension on your voucher, you must request this from the Receiving PHA. Again, you must be sure you understand what the policies of that PHA are. If you fail to follow the Receiving PHA policy, you could lose your Voucher.
- Your Voucher specifies the bedroom size your household qualifies for. The Receiving PHA will issue you a new Voucher from their office. The number of bedrooms your household qualifies for will be determined by the policy at the Receiving PHA. Again, this policy may be different from Longview Housing Authority. You will also use the Payment Standard for the Receiving PHA.

Tenant Statement: I certify that I have had the portability process explained to me and that I have received a copy of this form providing me with information regarding the portability process.

\_\_\_\_\_  
Head of Household Signature

\_\_\_\_\_  
Date