

**REQUEST TO TRANSFER OUT OF JURISDICTION (PORT-OUT)**  
**IMPORTANT INFORMATION – PLEASE READ CAREFULLY**

**KEEP FOR REFERENCE**

When requesting to exercise portability it takes time, effort and coordination between Vallejo HA and the Receiving Housing Authority you have chosen.

Vallejo Housing Authority asks that you **do not take this type of request lightly** and before submission of Notice of Intent to Vacate (NIV) and Transfer-Out of Jurisdiction Request forms you have done the following:

1. You are certain you **will vacate** the present unit on the date indicated on your NIV notice and you want to exercise portability to a new jurisdiction **and**
2. You are able to secure a unit in the Receiving Housing Authority's jurisdiction **or**
3. You have decided to vacate the assisted unit in Vallejo and secure a unit in the Receiving Housing Authority jurisdiction ***later but before expiration of issued voucher***

Once you have made your decision to vacate your present unit and exercise portability, you must follow the instructions on the **Notice of Intent to Vacate (NIV) packet** **and** **Transfer-Out of Jurisdiction Request** forms.

After submission of the **Notice of Intent to Vacate (NIV)** **and** **Transfer-Out of Jurisdiction Request** forms as required by Vallejo Housing Authority, you will have **three (3) days** from the date Vallejo Housing Authority receives the **Transfer-Out of Jurisdiction form** to provide **written notification** to Vallejo Housing Authority that you wish to rescind/cancel the Transfer-Out of Jurisdiction Request.

After three (3) days from receipt of the **Transfer-Out of Jurisdiction Request** form Vallejo Housing Authority will mail the port packet to the Receiving Housing Authority.

**Note:** **The Receiving Housing Authority determines whether to extend the voucher term.**

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If you **request to rescind/cancel the Transfer-Out of Jurisdiction Request**, you must follow the steps listed below as they apply to you.

1. If you **and** your property owner/manager have reached a mutual decision to rescind/cancel the **Notice of Intent to Vacate (NIV)** **and** continue residency at the current unit:
  - a. You **and** your property owner/manager **must provide written notice** to Vallejo HA stating a mutual decision was reached to continue residency at the current unit.
  - b. You **must also provide written notice** to Vallejo HA of your decision not to exercise portability to a new jurisdiction.
  - c. You **must contact the Receiving Housing Authority** to inform the agency you do not wish to relocate to their jurisdiction and you must request the port packet be returned to Vallejo Housing Authority.
2. If you decide to rescind the **Transfer-Out of Jurisdiction Request** **and** wish to search for another unit in Vallejo, CA, you must provide Vallejo Housing Authority a written request to receive a RTA packet.

It is the policy of the Vallejo Housing Authority to provide reasonable accommodation to persons with disabilities, so that they may fully access and utilize the housing program and related services. **Requests for reasonable accommodation must be made in writing.** The Housing Authority must be allowed reasonable time to evaluate all requests. The hearing impaired may call the California Relay Service at (800) 735-2922 without TTY/TDD or (800) 735-2929 with TTY/TDD. Anne Putney is the Section 504 Coordinator. Please contact Ms. Putney, HCD Manager, at 707 648-4507 for further information.

## TRANSFER-OUT OF JURISDICTION REQUEST

**PLEASE PRINT CLEARLY AND PROVIDE ALL REQUESTED INFORMATION**  
**INCOMPLETE INFORMATION WILL DELAY THE TRANSFER PROCESS**

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

Social Security #: \_\_\_\_\_

Current Address: \_\_\_\_\_

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

Forwarding Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

I am requesting portability to \_\_\_\_\_ Housing Authority

Street Address

City

State

Zip Code

**NOTE: 24 CFR 982.314 Move with continued tenant-based assistance.** (e) When PHA may deny permission to move. (1) The PHA may deny permission to move if the PHA does not have sufficient funding for continued assistance.

ARE YOU AN FSS PARTICIPANT?  Yes  No

**IF YOU ARE A CURRENT FSS PARTICIPANT, YOU MUST NOTIFY THE FSS COORDINATOR IN WRITING THAT YOU ARE REQUESTING A TRANSFER TO ANOTHER HOUSING AUTHORITY IN ORDER FOR YOUR FSS CONTRACT TO BE CONTINUED.**

**NOTE:** By signing below, I understand that I have three (3) days from the date below to provide written notification to Vallejo Housing Authority if I wish to rescind/cancel my transfer out of jurisdiction request. I further understand that once I transfer, Vallejo Housing Authority will no longer manage my rental assistance. The Housing Authority I have requested transfer to will manage my rental assistance, and I may be absorbed into the rental assistance program at that Housing Authority. I also understand that it may take up to 10 business days to process my portability paperwork. **Any extensions that I receive from the Housing Authority that I am transferring to are only good for that Housing Authority, and will not be recognized by the Vallejo Housing Authority.**

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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# VHA OFFICIAL USE ONLY

Port request received \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**24 CFR 982.314 Move with continued tenant-based assistance.** (e) When PHA may deny permission to move. (1) The PHA may deny permission to move if the PHA does not have sufficient funding for continued assistance.

VHA Current family composition #\_\_\_\_ Adults #\_\_\_\_ Minors #\_\_\_\_ LIA

VHA Current Payment/Subsidy Standard PS \$\_\_\_\_\_ SS \_\_\_\_\_BR

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Receiving HA: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Receiving HA Payment Standards: 1- \$\_\_\_\_\_ 2- \$\_\_\_\_\_ 3- \$\_\_\_\_\_ 4- \$\_\_\_\_\_ 5- \$\_\_\_\_\_

Receiving HA Subsidy Standards/Proposed Voucher Size \_\_\_\_\_BR

Receiving HA will absorb:  No  Yes Confirmation received \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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Port to Receiving HA: \_\_\_\_\_Approved Port packet mailed \_\_\_\_\_/\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_Denied – Subsidy/Payment Standard will result in a higher cost to Vallejo HA

VHA Contact: \_\_\_\_\_ Housing Specialist

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

Phone Number: \_\_\_\_\_

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