

Port-Out Process

Before the porting process is started, it is recommended to contact the Housing Authority you are wishing to move into to inquire about their specific porting policies and procedures. Please be aware that when porting, screening criteria, subsidy, and payment standards for the new Housing Authority can differ from AHMA's and could affect your household's assistance.

- Step 1: Current Participants:** Client submits a HCVP Request to Move Form approved and signed by owner with the move out date.
New Applicants: Client submits a Tenant Request to Transfer Form.
- Step 2:** The client's file is reviewed to determine if they qualify to receive a voucher and if they qualify to port.
- Step 3:** If client qualifies, they will receive a voucher and Tenant Request to Transfer (Outgoing Portability form) within 30 days through the mail. If client does not qualify, they will receive a denial letter within 30 business days stating the reason for the denial.
- Step 4: Current Participants Only:** Client will return the signed voucher and the completed Tenant Request to Transfer. ****If any requested information on the Tenant Request to Transfer is missing or inaccurate, porting process may be delayed.****
- Step 5:** AMHA will send the client port file via email to the requested Housing Authority within 10 business days of receiving completed paperwork.
- Step 6:** The receiving Housing Authority should contact client to verify receipt of port file and schedule a briefing. If client is not contacted within 10 business days of submitting paperwork, it is recommended to contact the Housing Authority to schedule a briefing to start the move in process.
- Step 7:** The receiving Housing Authority will notify AMHA once a HAP contract has been completed for the client and will complete the 52665 to state if they will be absorbing the voucher as one of their own or if they will be billing AMHA for the subsidy.

E-mail address for
Port out Housing
Authority is required



100 W. Cedar St., Akron, OH 44307
OUTGOING-PORTABILITY FORM
Please allow up to 10 business days for processing

REQUIRED

Move-out date (30 day Notice):

If the client has not vacated the unit by the above date, both parties may agree to void or extend the move-out date by submitting the request in writing, in order to restore Housing Assistance Payments.

I plan to transfer my voucher to another PHA's jurisdiction as indicated by the information given below:

HEAD OF HOUSEHOLD: _____
(Please print name)

SOCIAL SECURITY NUMBER: _____

ADDRESS: _____

PHONE #: _____

Are you active in the FSS program? YES _____ NO _____

RECEIVING PORT PHA: _____

PHA PORT CONTACT PERSON (first ,last name): _____

PHA EMAIL ADDRESS REQUIRED: _____

PHA PHONE # : _____

PHA FAX #: _____

ADDRESS OF PHA: _____

IF ANY OF THE ABOVE INFORMATION IS NOT COMPLETED YOUR PORT WILL NOT BE PROCESSED

HEAD OF HOUSEHOLD SIGNATURE

Date