



## RENTAL ASSISTANCE PROGRAM PORTABILITY REQUEST WORK-ABLE HOUSEHOLD

The San Diego Housing Commission administers the Housing Choice Voucher Program only for the City of San Diego. In order to transfer your voucher, you must complete and return this portability form, including verification to support your reason for requesting to move.

- Examples of verifications:
  - proof of employment or job offer;
  - enrollment in educational program or institution for an adult member;
  - police report if move is due to safety;
  - medical verification if move is due to health; doctor’s statement if move is to care for relative, etc.

### New Housing Agency Information:

1. I want to move to (City and State):  
\_\_\_\_\_
2. The reason for my move is (include verification):  
\_\_\_\_\_
3. New Housing Agency Information  
\_\_\_\_\_
  - a. Housing Agency Name:  
\_\_\_\_\_
  - b. Street Address:  
\_\_\_\_\_
  - c. City/State/Zip:  
\_\_\_\_\_

### My Contact Information:

1. Name (First, Last):  
\_\_\_\_\_
2. Email address:  
\_\_\_\_\_
3. Phone number:  
\_\_\_\_\_
4. Street address:  
\_\_\_\_\_
5. City/State/Zip:  
\_\_\_\_\_

Your signature below acknowledges your request to utilize portability.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**(Requests to cancel this process MUST be submitted in writing)**

	For Office Use Only:	Account Name:	
<input type="checkbox"/>	Approved	Account #:	
<input type="checkbox"/>	Denied	HA Name:	
	Date:	Initials:	

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## PORT-OUT PROCESS GUIDELINES

### Step 1: Complete and Submit Port-out Request Form

- a. Complete and submit the port-out request form with documentation that supports your request to port
- b. Your request will be reviewed and if approved, your caseworker will send you a voucher to sign and return. You must also submit a copy of your move-out notice, giving a minimum of 30-days' notice when returning the signed voucher
- c. Be prepared to pay the full rent amount for the new unit pending the processing of your file at the receiving public housing authority (RPHA)

### Step 2: Port-out Process Overview

- a. When you return the move-out notice and signed voucher, your file will be reviewed within five (5) business days and your documents will be faxed to the RPHA
- b. If your port-out request is approved by the RPHA, the RPHA may recertify your eligibility during the portability process. You must provide all the required verifications, even if your recertification was recently completed  
**Note:** Please contact the RPHA regarding any case-related inquiries and information regarding processes and timelines
- c. Once your case is transferred to the RPHA, their policies and procedures apply, specifically including but not limited to, the voucher size and payment standard
- d. A new contract cannot go into effect with the RPHA until the commitment to the prior owner has been met
- e. Payments will be made from the established effective date as determined by both housing agencies
- f. Some RPHAs can take up to 60 days to accept/process your paperwork

Housing Agency information is available at: 1-800-955-2232 (toll free) or visit the following website:

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/pha/contacts](https://www.hud.gov/program_offices/public_indian_housing/pha/contacts)



## **HOUSING AGENCIES IN THE COUNTY OF SAN DIEGO**

### **CARLSBAD**

Carlsbad Housing Agency  
2965 Roosevelt Street, Suite B  
Carlsbad, CA 92008  
760.434.2810  
Fax 760.720.2037  
Website: <http://www.carlsbadca.gov/services/depts/housing/default.asp>

### **ENCINITAS**

City of Encinitas Housing Agency  
505 S. Vulcan Street  
Encinitas, CA 92024  
760.633.2723  
Fax 760.633.2818  
Website: <http://www.ci.encinitas.ca.us/Resident/Housing-Resources/Section-8-Program>

### **NATIONAL CITY**

National City Housing Agency  
140 E. 12<sup>th</sup> Street, Suite B  
National City, CA 91950  
619.336.4254  
Fax 619.477.3747  
Website:  
<http://www.nationalcityca.gov/city-government/housing-grants-asset-management-section-8-/section-8-rental-assistance>

### **OCEANSIDE**

Oceanside Housing & Neighborhood Services  
300 N. Coast Highway  
Oceanside, CA 92054  
760.435.3358  
Fax 760.435.3387  
Website: <http://www.ci.oceanside.ca.us/gov/ns/housing/default.asp>

### **COUNTY OF SAN DIEGO HOUSING AGENCY**

3989 Ruffin Road  
San Diego, CA 92123  
858.694.4801  
877.478.5478 – Toll Free  
Fax 858.467.9713  
Website: <http://www.sandiegocounty.gov/sdhcd/>