



# MEMPHIS HOUSING AUTHORITY

700 Adams Avenue Memphis, Tennessee 38105 (901) 544-1347 (Main) (901) 544-1401 (Fax) [www.MemphisHA.org](http://www.MemphisHA.org)

## OUTGOING PORTABILITY REQUEST

### REQUEST TO TRANSFER HOUSING CHOICE VOUCHER ASSISTANCE TO ANOTHER HOUSING AUTHORITY

**PLEASE PRINT AND COMPLETE THE FOLLOWING. IF INCOMPLETE OR IF WE ARE UNABLE TO READ, YOUR REQUEST WILL BE DELAYED.**

YOUR LEGAL NAME \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ DAYTIME PHONE# \_\_\_\_\_

YOUR CURRENT ADDRESS \_\_\_\_\_  
PLEASE INCLUDE CITY, STATE AND ZIP CODE

I am requesting that my voucher be transferred to:

- Name of Housing Authority \_\_\_\_\_
- Address of Housing Authority \_\_\_\_\_
- City, State, & Zip Code \_\_\_\_\_
- Contact Person \_\_\_\_\_
- Phone Number \_\_\_\_\_
- Fax Number \_\_\_\_\_
- E-Mail Address: \_\_\_\_\_

### I UNDERSTAND THAT I MUST (INITIALS REQUIRED):

\_\_\_\_\_ Contact the Housing Authority and schedule an Incoming Portability Orientation.

\_\_\_\_\_ Follow the receiving Housing Authority's Policies and procedures.

\_\_\_\_\_ Memphis Housing Authority has issued a voucher for the term of 60 days. It is the receiving Housing Authority's decision to issue any extensions. I understand that Memphis Housing Authority will not grant any extensions at this time.

\_\_\_\_\_ I will provide the receiving Housing Authority a copy of birth certificates, social security cards, valid state id or driver's license for all family members 18 and over, current income verification for all family members.

**Client Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

HCV PORTABILITY SPECIALIST  
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## MEMPHIS HOUSING AUTHORITY HOUSING CHOICE VOUCHER PROGRAM

### Intent to Move Notification

Dear HCVP Participant:

Before you complete the attached **Intent to Move Notification** form, please read the following:

You can request to relocate **90 – 120 days before** your lease expires. If your lease does not expire within 90 - 120 days of your request, your request to move will be denied.

You must also meet the following criteria to voluntarily move:

- Your lease expires within 90 – 120 days.
- You must not have an outstanding balance for rent and/or damages above normal wear and tear. If you have an outstanding balance, you must satisfy or make arrangements to satisfy the outstanding balance.
- Your landlord must attest that you are leaving the property in “good standing.”

If the owner/agent attests that your family is not in “good standing” and provides sufficient proof to establish it, you will not be able to move and your assistance may be terminated. **Good standing means that you do not owe money, you do not have any damages to the unit, and your lease expires within 90 - 120 days.** If you are not in “good standing”, please do not submit an Intent to Move.

If the Memphis Housing Authority determines that you are eligible to move, you will be mailed a Voucher and Request for Tenancy Approval (RTA) packet. You will have sixty (60) days from the date of voucher issuance to find a suitable unit.

Please contact our office if you have additional questions at (901)-544-1347.

