

## Porting Process for HCV Participants

1. Must be paid in full with your current landlord, and ALL utilities must be paid in full.
2. If you have a balance owed on a repayment agreement with us, you are NOT eligible to move.

*We highly recommend exploring the area you wish to port to ahead of time to see if there are available units for rent and to ensure that you request your portability paperwork to be sent to the correct housing authority with jurisdiction over the area where you want to relocate.*

3. You and your landlord must fill out the 'Intent to Vacate' form and turn it into the Housing Authority – this is your written notice to the landlord that you intend to move out. HACD requires that you provide us with at least a 30-day written notice via this form. Your lease may require a longer notice period. You must comply with the lease when determining what notice period your landlord requires. Keep in mind that once this form is signed, the current landlord will be actively looking for a tenant to replace you. We recommend having a back-up plan (stay with family or friends or asking the landlord if you may stay an additional 30 days if the unit has not been re-rented) in case you can't find something before your lease expires. If you require an extra 30 days beyond the date on the 'Intent to Vacate' form, you MUST contact us no later than the 22<sup>nd</sup> of the month prior to your original move out date so that payments can continue to your current landlord for another month. *If you are porting to Chicago Housing Authority or Cook County Housing Authority, we recommend getting the Intent to Vacate signed about 45-60 days prior to your estimated move-out date and **make an appointment with your HACD case manager so your paperwork can be sent to the new housing authority asap.***
4. At the appointment with your case manager, you will sign your voucher to move and fill out the 'Request to go Portable' form. **Be prepared to bring the completed 'Intent to Vacate' form with you, and the name of the housing authority where you'd like to port your voucher to.**
5. Then we will send all of the required documentation to the housing authority of your choice.

Once the paperwork has been sent to the Housing Authority you are porting to, they will contact you for a meeting. At the meeting, they will let you know what your voucher payment standard will be in their area, a list of landlords or units available, and any other information that pertains to their housing authority. They may also do their own criminal background check on you and any other adult household members and apply their criteria for eligibility.

They will provide you with a voucher issued from their housing authority that allows you to search in their jurisdiction. This voucher will have an expiration date no less than 30 days after the expiration date of the voucher issued by HACD.

Keep in mind, that wherever you go, the new unit will need to be inspected *and must pass the inspection* before you can move in.

If you have any further questions, please contact your case manager.