

# **North Chicago Housing Authority**

## **Housing Choice Voucher**

### **Portability Procedures**

Portability is the transfer process that enables Housing Choice Voucher holders to relocate and select housing anywhere in the United States that offers a Housing Choice Voucher Program. The North Chicago Housing Authority works with other housing authorities in the portability process in order to further increase a participant's residential choice and mobility and encourage social and economic integration.

If a HCV voucher holder chooses to move under portability, he/she must contact their assigned Field Representative to determine if they are eligible to port out.

#### ***Below are the criteria for current voucher holders:***

- No request for moves will be considered if you have not resided in your unit for at least one (1) year.
- You cannot owe the Housing Authority any money.
- You must give your landlord and the Housing Authority a sixty (60) day notice prior to the expiration of your current lease term. NCHA does not allow mid-year moves, only at your annual date.
- If you are transferring to another Housing Authority, you must provide the name of the Housing Authority, address, phone, fax, and contact person at the Housing Authority you wish to transfer to.

#### ***Below are the criteria for applicants that have recently received a voucher:***

- Families will not be permitted to move outside of NCHA's jurisdiction under portability procedures during the initial year of assisted occupancy, unless residency was established in NCHA's jurisdiction prior to application date.
- Portable families will be required to comply with the receiving housing agency's procedures for portable families and they will determine the family unit size based on their subsidy standards.

#### ***If you wish to port into North Chicago's jurisdiction:***

- You must first contact your present housing advisor or administrator located at your initial housing authority (HA). Once this occurs, be sure to follow-up with the initial HA to see that your paperwork is properly transferred to the receiving HA.
  
- Please have your information forwarded to:
  - North Chicago Housing Authority
  - ATTN: HCV Portability
  - 1440 Jackson Street
  - North Chicago, Illinois 60064
  - Fax: (847) 689 – 4489
  
- Required information will include:
  - ❖ HUD Form 52646 – Current voucher
  - ❖ HUD Form 52665 – Family Portability Information
  - ❖ HUD Form 50058 – Family Report
  - ❖ Birth Certificate(s)
  - ❖ Social Security Card(s)
  - ❖ Enterprise Income Verification (if applicable)
  - ❖ Any other income verifications
  - ❖ Other tangible documents to support tenant status
  
- Once NCHA has received your paperwork, you will be contacted to attend a briefing to verify that you qualify for NCHA's Housing Choice Voucher Program, if you do not qualify or choose not to lease up in the jurisdiction, your paperwork will be returned to the initial HA.