

PORTABILITY

If you have been issued a voucher from the jurisdiction** of the Greenwich Communities, you are eligible for portability. Portability means you can have your voucher sent to another jurisdiction that administers a tenant-based Section 8 program. If you are interested in moving to another area, you should contact that area to find out their portability procedures in advance. This includes needed information, interview dates, payment standards & income limits etc.

INTERNAL PORTABILITY PROCEDURES

The following are required in order to transfer your assistance to another program:

1. **You must be income eligible for admission to the area where you are relocating.** Income information used to determine eligibility cannot be more than 90 days old. If you have not updated your income information in more than 90 days, be prepared to submit current verification with the request for portability.
2. **The Head of Household must submit:**
 - ▲ A written request to send a Portability Packet to another jurisdiction. It is suggested that you submit the request as soon as you start looking in another area. It has been our experience that the transfer goes more smoothly when the form is submitted at least 30 days before the expiration of your Voucher.
 - ▲ A thirty-day, written notice to your current landlord, with a copy to this office
 - ▲ A *Tenant in Good Standing*, letter completed by your current landlord
3. **A HUD form 52665 and supporting documentation will be sent to the receiving Housing Authority. Once completed, you will be contacted to sign the voucher being sent**
4. **The receiving HA performs all program functions, including:**
 - ▲ Bill us, or absorbing you into their program
 - ▲ Issue a voucher to you, whether administering or absorbing for the term remaining on the GC voucher.
 - ▲ Determine whether to extend your voucher
 - ▲ Determine your unit size in accordance with their subsidy (occupancy) standards
 - ▲ Make a determination to deny or terminate assistance.
5. **Portability will be disallowed:**
 - ▲ During the initial 12-month term of a lease.
 - ▲ If the family is in violation of any family obligation
 - ▲ If the family owes money to the landlord or housing authority.

** If your voucher is from another jurisdiction, you can follow your housing authority's procedure for portability.



Commissioners
Sam Romeo, Chair
Abelardo Curdumí, Vice-Chair
James Boutelle
Vincent De Fina
Cathy Landy, Tenant Commissioner
Angelo Pucci
Robert Simms, Jr., Tenant Commissioner

Executive Director
Anthony L. Johnson

FAMILY REQUEST FOR PORTABILITY

PART 1 (to be completed by Head of Household)

VOUCHER: (_____) DATE: _____

NAME: _____

ADDRESS: _____

CELL/HOME TEL: _____ WORK TEL: _____

EMAIL ADDRESS: _____

Complete the following information on the area you want to move to under portability option:

NAME OF HOUSING AUTHORITY: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

PORTABILITY OFFICER: _____

EMAIL ADDRESS: _____

SIGNATURE: _____

Return completed form to: Patricia Muldoon, Sr. Asset Manager at Greenwich Communities

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Greenwich Communities Use Only

Approved () Denied ()

Date of telephone contact to receiving PHA: _____

Receiving PHA will: Absorb () Administer and Bill ()

Portability Officer: _____

DECLARATION OF TENANT IN GOOD STANDING
(to be completed by Landlord)

Landlord Name	
Address	
City State Zip	
Phone	
E-Mail	

HOUSEHOLD COMPOSITION *(List all people currently living in household)*

Name of Family Member	Relation to Head
	<i>HEAD</i>

Check One:

This is to declare that my tenant listed above, who lives at _____

Is a tenant in GOOD STANDING; owes no monies for rent or damages at this time and is In compliance with ALL the terms of our lease.

IS NOT a tenant in good standing for the following reason(s):

Certification

*I/We certify that the information given to the **Housing Authority of the Town of Greenwich** concerning household is accurate and complete to the best of my/our knowledge and belief. I/we understand that false statements or information are grounds for termination of housing assistance and program participation. **WARNING:** Title 18, Section 1001 of the U.S. Code provides among other things that a person is guilty of a felony for knowingly and willingly making or using a document or writing containing false, fictitious or fraudulent statements or entries in any matter within the jurisdiction of a department or agency of the United States and shall be fined not more than \$10,000 or imprisoned for not more than five years or both.*

Landlord/agent

date

Print name of signatory