

SUMMARY – EXTERNAL PORTABILITY

1. GET PREPARED

- Let your Landlord know you plan to move. You must give 30 days' written notice (or more if your lease requires it)
- You will be required to pay your first month's Rent and Security Deposit to the landlord when you sign your lease and final paperwork. Section 8 does not provide these funds.
- Your family income must be within the very low income limit for the area of the receiving Housing Authority.

2. HAVE YOUR HOUSING AUTHORITY SUBMIT YOUR PORTABILITY PAPERWORK TO GREENWICH COMMUNITIES

- This is the housing Authority that you FIRST received a voucher from (IHA – Initial Housing Authority)
- Once we confirm that we have all your paperwork, we can issue a voucher from our Agency

3. FIND A DWELLING UNIT THAT IS FOR RENT

- This can be an Apartment, Duplex, House, etc.
- Make sure that the (**rent**) + (**utilities**) is an amount **below** the payment standards
- Do Not Sign a lease, Do Not Pay the Security Deposit and Do Not have Utilities put in your name until the unit passes inspection and the lease has been approved

4. ANY QUESTIONS?

- Contact Greenwich Communities. Do not jeopardize your assistance by asking an unauthorized individual.



EXTERNAL PORT REQUEST INFO

1. Contact your Housing Authority and inform them of your intent to Port –Out
2. Tell them what the HATG payment standards are (see chart below)

The Payment Standards as of October 1, 2023 are 110% of the Fair Market Rents published by HUD

UNIT SIZE	FAIR MARKET RENT	PAYMENT STANDARD
Studio	\$1,782	\$1,959
1 Bedroom	\$2,173	\$2,390
2 Bedroom	\$2,628	\$2,890
3 Bedroom	\$3,202	\$3,522
4 Bedroom	\$3,500	\$3,850

3. Let them know that Greenwich Communities is absorbing
4. Have your portability documents sent to the Section 8 Department of Greenwich Communities as follows:

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