This form is available in alternate formats by request.

Housing & Community Development
Portability Request

Head of Household: _____

Current Address: _____

_____

Current Telephone Number(s): _____

E-Mail Address: _____

Effective Date of Move (must be the end of a month): _____

Please attach to this form a copy of the notice to vacate you have delivered to your current landlord, your most recent utility bill(s), and a current rent receipt. If these documents are not attached, this will delay your portability request.

Name of Housing Authority: _____

Address of Housing Authority: _____

_____

Portability Contact Person: _____

Telephone Number: _____ Fax Number: _____

By completing and signing this form, I am requesting my information be forwarded to the above listed housing authority. I understand that it will take this Department approximately ten (10) business days to process.

Signature: _____ Date: _____

WARNING STATEMENT: Title 18, Section 1001, of the United States Code states that a person is GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS to any department or agency of the United States. MAKING FALSE STATEMENTS IS ALSO A FELONY UNDER THE LAWS OF THIS STATE.

HCHCD Staff Use Only

Processed Date: _____

Staff Signature: _____ Date: _____