



25 High Street
Caribou, ME 04736
Telephone: (207) 493-4234
Fax (207) 376-0178
www.caribouhousing.org



MOVE OUT OF THE AREA (PORTABILITY) PACKET

Under the Housing Choice Voucher and Mainstream Program, families can move their assistance from one unit to another unit anywhere in the United States that there is a housing authority; otherwise known as “Portability”.

THINGS TO KEEP IN MIND

Be aware that if you just received your voucher, the other housing authority’s income limits apply, and you may not be eligible for assistance at that location.

Be aware of your voucher’s expiration date. You cannot receive assistance once your voucher expires. Also, if the other agency does not have enough time to process your port, you may be denied assistance.

Be aware that some housing authorities are not accepting ports to their area.

Be aware that the new housing authority may have different policies and procedures.

Be aware that your assistance may be less at your new location because the payment standard may be lower.

Be aware that you may receive a deduction in the number of bedrooms on your voucher because the new authority may have different standards.

Be aware that you cannot port if you owe money or if it is found that you or a family has engaged in criminal activities.

Please contact the other housing authority to find out its processing time, income limits, payment standard, availability of rental unit, average rents, and other information that may affect your benefits.

You will need adequate resources to provide for your living expenses and move-in costs while your assistance is being processed. Assistance is never process retroactively, so if you move into a unit before an inspection and contract are completed, you are responsible for the full rent.

It is recommended you give a 45-day notice to move from your present unit, instead of a 30-day notice, to allow additional time the processing of your port.

ARE YOU ELIGIBLE TO PORT?

In order to port to another area, you must:

1. You must have been in our jurisdiction when you initially applied for the voucher program,
OR,
2. Pass the following criteria
 - a. The first term of the lease has been satisfied. You must have lived in your current assisted unit for the first term of the lease (minimum 12-months). However, if both you and your landlord voluntarily agree to terminate your lease before the end of the lease term, you may be able to move before the term ends.
 - b. All money owed to the Landlord has been paid in full. All past due amounts must be paid in full before a moving package can be processed.
 - c. Notice to Owner/Landlord. You are required to provide proper, written, notice to your landlord as spelled out in your lease agreement. If you do not give proper notice to your landlord, you may be liable for unpaid rent to the landlord and or be terminated from participation in the Section 8 program.
 - d. Notice to Caribou Housing Authority. Per the policy of the Caribou Housing Authority, you must give a copy of your written 30-day notice, signed by your landlord, to the housing authority. Failure to give a copy to the housing authority, may result in termination from the voucher program.
 - e. All money owed to the Caribou Housing Authority has been paid in full. Any money due to the housing authority (repayment agreement) must be paid in full before a Portability Package will be processed.

HOW TO START THE PORT PROCESS

When you are thinking of porting, please start the process early and follow these steps carefully. You don't want to risk losing your voucher, having no place to live, or having to pay the full rent yourself.

1. Contact the Caribou Housing Authority, to let us know that you are interested in porting.
2. Pick up a *Portability Packet*, complete the forms (making sure that they are signed by both the Head of Household and Landlord).
3. Make an appointment to meet with the Caribou Housing Authority. Bring your completed Portability Packet with you. During the appointment, the housing authority will review your packet, eligibility to port; and if eligible, issue you a voucher.
 - a. If the request is denied, the Caribou Housing Authority will walk you through on what steps need to be taken to make a future move possible.

WHAT HAPPENS NEXT?

After Caribou Housing has received your Portability Request, 30-Day Notice to Vacate (signed by the Head of Household and landlord), and determined that you are eligible to port out, we will forward your documentation to the new housing authority in the area that you want to live. You will receive a copy of the letter, via mail, that is sent to the receiving housing authority.

After the housing authority has approved your request to port-out, your next steps will include:

- You must contact the housing authority where you want to move and find out what requirements they may have. Every housing authority is different.
- You will have a limited amount of time, usually 60 days to find a place to rent.
- If you decide not to move with your voucher after all, or if you decide to move to a different housing authority's jurisdiction, you **MUST** let the Caribou Housing Authority know about your decision as soon as possible. If you select a different housing authority's jurisdiction, the process must be repeated.
- If you have already moved out of your unit, or if you have not leased up in a unit, you risk losing your assistance if you do not follow all of the program deadlines.



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PORTABILITY REQUEST

Head of Household: _____

Address: _____

City: _____ Phone Number: _____

WHERE WOULD YOU LIKE TO MOVE?

City: _____ State: _____ Zip: _____

NAME OF RECEIVING HOUSING AUTHORITY

Name of Housing Authority: _____

Address: _____

City: _____ Phone Number: _____

Contact Person: _____

E-Mail _____

Phone Number _____ Fax Number: _____

CERTIFICATION

I acknowledge that the port out process has been explained to me and that I have received a copy of this form.

I am requesting that my voucher to be transferred to the housing authority listed above.

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentation to any Department or Agency of the United States.

x. _____
Signature of Head of Household Date

****If you or anyone in your household is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the Caribou Housing Authority.****



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30-DAY NOTICE TO VACATE

This serves as a one-month notice of intent to vacate the premises listed below. I understand to be eligible to move; I must have either (1) occupied the unit for one year or more or (2) the landlord and I both mutually agree to terminate the one-year lease due to circumstances out of one's control.

TO BE COMPELLED BY VOUCHER HOLDER

Head of Household: _____

Address: _____

City: _____ Phone Number: _____

I, _____, do hereby serve notice of my intent to vacate the unit listed above on _____ 20_____.

Reason(s) for Moving:

- | | |
|---|---|
| <input type="checkbox"/> Want to be near employment | <input type="checkbox"/> Want to be near health care provider |
| <input type="checkbox"/> Need larger unit | <input type="checkbox"/> Need smaller unit |
| <input type="checkbox"/> Unit doesn't pass HQS Inspection | <input type="checkbox"/> Reasonable Accommodation |
| <input type="checkbox"/> Other: _____ | |

CERTIFICATION

I certify that:

- I have not received a notice from the owner/landlord to pay or quit within the last 30 days.
- I am not currently involved in an eviction action with the owner/landlord.
- I am liable for charges due to damages beyond normal wear and tear that were created during my occupancy at the current address.
- If I owe money for rent, fees, and/or damages, my current landlord may attempt to obtain a court judgement for monies owed. If a judgement is rendered on behalf of my landlord, and I do not pay in full, my assistance may be terminated in my new unit.

WARNING: Section 1001 of Title 18 of the U.S. Code makes is a criminal offense to make willful false statements or misrepresentation to any Department or Agency of the United States.

x. _____
Signature of Head of Household Date

****If you or anyone in your household is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the Caribou Housing Authority.****

TO BE COMPELTED BY THE OWNER/LANDLORD

Note to Owner/Landlord: Before signing this form, we strongly urge you to inspect the rental unit and make a written agreement with the family acknowledging responsibility for any unpaid rent, damages to the unit, or outstanding utility bills. A copy of the agreement **MUST** be attached to this Notice. If you obtain a court order for possession because of a lease violation, please send us a copy of that order, and any other court judgements.

As the landlord/owner, I agree to the following:

- Should the family remain the unit after the date of official rescission of the lease, the family is responsible for any all rent due.
- The landlord/owner is not entitled to any further housing assistance payments from the Caribou Housing Authority for any period after the effective date of the 30-day notice.
- The Housing Assistance Payments contract between the landlord/owner and the Caribou Housing Authority is terminated as of the effective date of the 30-day notice.
- Please be advised that pursuant to 24 CFR 982.311(d), if the family moves out of the unit, the Caribou Housing Authority may not make any housing assistance payment to the owner for any month after the month when the family moves out. If you receive a subsidy payment after the family vacates, you are obligated to repay the subsidy.

CERTIFICATION

I certify that the family:

- Is not bound by a current lease as the Vacate Date, noted above
- Does not owe any money to the landlord for outstanding rent, deposits, etc.
- Has no known damages to the unit, beyond normal wear and tear.
- Is not currently being evicted and/or DOES NOT has a case pending in court

WARNING: Section 1001 of Title 18 of the U.S. Code makes is a criminal offense to make willful false statements or misrepresentation to any Department or Agency of the United States.

x. _____
Signature of Owner/Landlord

_____ Date