

Memphis Housing Authority

700 Adams Avenue Memphis, Tennessee 38105 (901) 544-1347 (Main) (901) 544-1401 (Fax) www.MemphisHA.org

OUTGOING PORTABILITY REQUEST

REQUEST TO TRANSFER HOUSING CHOICE VOUCHER ASSISTANCE TO ANOTHER HOUSING AUTHORITY

PLEASE PRINT AND COMPLETE THE FOLLOWING. IF INCOMPLETE OR IF WE ARE UNABLE TO READ, YOUR REQUEST WILL BE DELAYED.

YOUR LEGAL NA	ME		
SOCIAL SECURIT	Y NUMBER	DAYTIME PHONE#	
YOUR CURRENT	ADDRESS	PLEASE INCLUDE CITY, STATE AND ZIP CODE	
, ,	at my voucher be transformation	erred to:	
• • • • •	City, State, & Zip Code Contact Person Phone Number	REQUIRED):	
	Contact the Housing Aut Follow the receiving Hou Memphis Housing Autho extensions. I understand I will provide the receivin	thority and schedule an Incoming Portability Orientation. using Authority's Policies and procedures. brity has issued a voucher for the term of 60 days. It is the receiving Housing Authority that Memphis Housing Authority will not grant any extensions at this time. In the Housing Authority a copy of birth certificates, social security cards, valid state id over, current income verification for all family members.	
Client Signature:		Date	



MEMPHIS HOUSING AUTHORITY HOUSING CHOICE VOUCHER PROGRAM

Intent to Move Notification

Dear HCVP Participant:

Before you complete the attached **Intent to Move Notification** form, please read the following:

You can request to relocate **90 – 120 days before** your lease expires. If your lease does not expire within 90 - 120 days of your request, your request to move will be denied.

You must also meet the following criteria to voluntarily move:

- Your lease expires within 90 120 days.
- You must not have an outstanding balance for rent and/or damages above normal wear and tear. If you have an outstanding balance, you must satisfy or make arrangements to satisfy the outstanding balance.
- Your landlord must attest that you are leaving the property in "good standing."

If the owner/agent attests that your family is not in "good standing" and provides sufficient proof to establish it, you will not be able to move and your assistance may be terminated. **Good standing means that you do not owe money, you do not have any damages to the unit, and your lease expires within 90 - 120 days.** If you are not in "good standing", please do not submit an Intent to Move.

If the Memphis Housing Authority determines that you are eligible to move, you will be mailed a Voucher and Request for Tenancy Approval (RTA) packet. You will have sixty (60) days from the date of voucher issuance to find a suitable unit.

Please contact our office if you have additional questions at (901)-544-1347.



MEMPHIS HOUSING AUTHORITY HOUSING CHOICE VOUCHER PROGRAM

Intent to Move Notification

The family listed below has advised MHA of its intent to move. MHA requires this **Intent to Move Notification** form to be completed by the HCVP family and the owner/agent to verify the family has provided notice of its intent to move and current status with lease compliance. Families not in compliance with HCV program and lease obligations may not be eligible to move. **The Housing Assistance Payments (HAP) contract and payments automatically terminate when the family moves from the unit.**

,	Client #: _ Household (HOH) complete		
Memphis Housing A	Authority Housing Choice to satisfy any outstand	nation as required by the lease Voucher Program, of my inte ing obligations under the curre	nt to move. I have satisfied
Head of Household 9	Signature	Phone Number	Date
Property Owner or A	Authorized Agent comple	ete this section only.	
Has your tenant provide	ded proper notice of their i	ntent to vacate, as required by the	lease?
Yes No	I received notice on	The effective date o	f the move-out is
Does the tenant owe a	any outstanding balances fo	or rent or damages to the property	above normal wear and tear?
Yes No	What is the amount ov	ved for Rent:	/Damages:
Is the tenant currently Yes No	in good standing with the Please explain:	lease?	
Please attach any doc	umentation to support you	ır claim(s).	
understand that the	Memphis Housing Author	d above are true and complete prity will act upon this informating issuance of a tenant voucher.	,
Property Owne	er/Agent Signature	Phone Number	 Date
For MHA Office Use O	<u>nly</u>		
Received at MHA by _			
5 . () 6	MHA Representat		Date
		, 20	
	_	If no, state the reason and/or	