

Chattanooga Housing Authority  
Housing Choice Voucher Program  
801 N. Holtzclaw Avenue  
Chattanooga, TN 37404

PHONE/FAX: 423.752.4398

EMAIL: tcottom@chahousing.org

**PORT OUT CHECK LIST**

\_\_\_\_\_ Have you attended class and received your Voucher?

\_\_\_\_\_ Do you have at least 90 days or more left on Voucher?

\_\_\_\_\_ Do you have copies of birth certificates and social security cards for the entire household?

\_\_\_\_\_ Have you provided proof of income?

\_\_\_\_\_ Have you provided a copy of current bank statements, life insurance policies, 401k statements (if these assets apply to you or anyone in your household)?

\_\_\_\_\_ Have you provided all the correct information for the Housing Authority that you chose to send your Voucher to? You must make sure the information is correct.

I have read and agree to these terms, have supplied all requested information, and have initialed the terms on page one:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete the following information:

Name of Designated Housing Authority: \_\_\_\_\_

Address or P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Attention: \_\_\_\_\_ Email address: \_\_\_\_\_

Will the Housing Authority be billing CHA?: YES \_\_\_\_\_ NO \_\_\_\_\_

Your Contact Information so the Designated Housing Authority may be able to reach you:

Phone No# \_\_\_\_\_ or \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

Please allow up to 10 business days for approved portability package to be received at the Designated H.A. before contacting our office. Remember CHA has the right to cancel a port at any time during move process if a background check comes back denied or if a landlord is not paid in full before you move from your current unit.

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### Portability Out of the CHA Jurisdiction

Under certain circumstances, the Chattanooga Housing Authority will allow families to port (move) to another Housing Authority's jurisdiction and continue their rental assistance under the Section 8 Program.

### Allowable Moves Out of the CHA Jurisdiction

#### Applicants

New Section 8 Program admission families who have been issued a CHA Housing Voucher but have not yet leased up in this jurisdiction, may request to port (move) out of the CHA jurisdiction to another Housing Authority's jurisdiction. Should the move be approved, the client family's Section 8 rental assistance would be provided.

#### Participants

Those who are already participating in the CHA Section 8 rental assistance program may request to port (move) outside the CHA's jurisdiction after they have lived in their current unit at least 12 months, if:

- the family is current on any indebtedness to the Chattanooga Housing Authority
- the family can terminate an existing lease without violating the Family Obligations document
- the annual recertification is completed

#### Porting Out Process

You must submit a **Request to Relocate**. If you are approved, you have to attend class before you can submit your Portability Request .

After the preliminary processes are completed, the family will be issued a temporary CHA Housing Voucher to take to their destination. It is very important that the family does not leave the CHA jurisdiction until the destination Housing Authority has notified them that their paperwork is in order and they are able to begin the process there. Your Voucher is good for **120 days**. You must have at least **90 days** left on it before it will be sent to your designated Housing Authority, **No Exceptions**. This allows the Housing Authority enough time to process your paperwork in a timely manner. There will be **No Extensions after your 120 days**. \_\_\_\_\_(int.)

#### Cancellation of a Request for Portability – OUT

Should a family decide that they wish to cancel their move outside the CHA jurisdiction, and they have not yet leased up in the destination jurisdiction, the family may terminate the Porting out process by notifying the designated H.A. in writing. In such a case, it is imperative that the family immediately submit a **Request for Continued Occupancy** to the CHA in order to assure that their CHA landlord agrees they can remain at their present address. If you cancel your Port and you still want to move from your current unit, you **Must Submit a RFTA here before your Voucher Expires**. \_\_\_\_\_(int.)

If you fail to lease up out of town or submit a RFTA here before your voucher expires and you are no longer in an approved Section 8 unit, you will have to request a hearing where it will be determined if you will be allowed a voucher extension. \_\_\_\_\_(int.)