

SECTION 8 PORTABILITY PROCEDURES

1. The participant must schedule an office appointment with the Section 8 Housing Choice Voucher Office by contacting (785) 776-8588 ext. 304
2. The Housing Authority will initiate the recertification process which is required to be completed. (Current income verification, update file, etc.)
3. The participant must submit a written request for Portability, stating the location and reason for the move (form attached). *Approval is subject to availability of funds and other restrictions if receiving agency is unable to absorb the incoming family.*
4. *The participant must be in good standing with the Housing Authority and the owner/agent of the currently assisted property, and not owe any monies to owner/agent for unpaid rent and/or damages that exceed the security deposit and not owe the Housing Authority any monies. This is a requirement to determine continued Section 8 Housing Choice Voucher assistance.*
5. The participant must submit to the Housing Authority a copy of the 30-day notice given to landlord.
6. The Housing Authority will issue a Relocation Housing Choice Voucher; giving the participant 120-days to locate a suitable unit.
7. The Housing Authority will mail and/or fax the Portability information to the receiving agency.
8. The participant must contact the receiving agency for an interview appointment to complete the portability process.
9. If the participant should have any other concerns or questions about the portability process, they should contact our office at the above referenced number.