



Housing Choice Voucher Program

330 Union Street

Jonesboro, AR 72401

A-D - caseworker2@jurha.org 870-336-9607

E-Ja - caseworker1@jurha.org 870-336-9606

F-Je-P - caseworker3@jurha.org 70-336-9619

Q-Si - FraudCoor@jurha.org 870-336-9621

SL-Z - anissal@jurha.org 870-336-9628

FSS - FSSCoor@jurha.org 870-336-9608

Fax: 870-336-3749 TTY: 870-935-9207

## REQUEST TO MOVE THROUGH PORTABILITY

- **If you do not already have a voucher to move you must also complete the TENANT NOTICE TO VACATE FORMS included in this packet.**
- If you wish to move to a unit outside the PHA's jurisdiction under portability, the notice to the PHA must specify the area where you wish to move [24 CFR 982.354(d)(2).
- You must be in good standing with the PHA, must have the right to terminate the lease on notice to the owner or you and the owner mutually agree to terminate the lease, do not owe back rent to the PHA, do not have any open complaints.
- **Retain a copy of Next Steps of Portability and review to How Portability Works Flyer provided in this packet**

### Instructions:

- Complete Tenant Notice to Vacate forms if you do not already have a voucher. This gives the PHA notice that you are moving. Complete these forms if you do not already have a voucher.
  1. Attach a copy of the notice to the owner or explain when and how you gave notice if you need also give notice to PHA.
  2. If you and the owner mutually agree to terminate the lease we need a written statement from you and the owner (can be emailed or faxed to PHA).
  3. All Tenant Notice to Vacate based on an Owner eviction notice must include a copy of the eviction notice.
  4. If you are requesting a move due to being a victim of domestic violence complete HUD-5382 or include a written statement explaining your need to move due to being a victim of domestic violence.
- Complete the Request to Move through portability forms PHA-217
- Sign PHA 212C Next Steps of Portability. Keep a copy for your records.
- Read "How Portability Works"

**IMPORTANT:** Please Complete the Tenant Notice to Vacate if you do not already have a voucher. Complete PHA-217 and PHA-212C.

## TENANT NOTICE TO VACATE

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

I wish to give notice to the PHA to vacate my unit. I am certifying that this notice is in accordance with my lease provisions. With this notice I understand my rent will be paid through the month of \_\_\_\_\_ (end of the month in which you are moving).

I understand that I MUST NOTIFY MY LANDLORD as they may require written notice from me depending on the provisions of lease and confirm acceptance of the notice to vacate.

A copy of this notice will be mailed to your landlord, who should contact the PHA immediately if there is a dispute regarding the notice to vacate or the date to vacate.

In signing below, I confirm that I have given proper notice under my lease to the landlord and to the PHA in accordance with the lease and regulations and policy of the Housing Choice Voucher Program and I have kept a copy of this Notice to vacate form for my records.

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

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

Signed: \_\_\_\_\_

Received by JURHA Staff \_\_\_\_\_

JURHA Staff processing Request

My forwarding address is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copy sent to landlord \_\_\_\_ date sent to LL \_\_\_\_\_

# Jonesboro Urban Renewal and Housing Authority

## Craighead County Housing Authority

PUBLIC HOUSING PROGRAM · SECTION 8 HOUSING PROGRAM · SECTION 8 / 202 PROGRAM  
330 UNION STREET · JONESBORO, ARKANSAS 72401 · (870) 935-9800 · Fax: (870) 935-6872 · TTY (870) 935-9207  
Executive Director: Sharon Spikes

### NEXT STEPS OF PORTABILITY

Today you requested to have your voucher transferred to a different housing authority. Here is what's next.....

1. Your portability papers will be sent to the jurisdiction that you have requested. (***You must be in good standing with our housing authority – any rent due the landlord must be paid and the unit cannot be damaged beyond normal wear and tear.***)
2. Approximately three weeks prior to your voucher start day or two weeks after your portability request whichever is later you must call the new housing authority to find out how to pick up a voucher from that agency. The new housing authority will issue you a voucher from their agency in accordance with their policy.
3. If after waiting two weeks from the date that you sign this form you contact the new housing authority and they indicate they do not have your portability packet, please contact Sandra Griffey at (870) 336-9602 or [sandrag@jurha.org](mailto:sandrag@jurha.org). **NOTE: Many PHAs take up to 2 weeks to process port out paperwork. JURHA will not resend packets again unless the 2 weeks has elapsed.** Initial of Tenant: \_\_\_\_\_
4. If you need an extension on your voucher, please contact the Jonesboro Housing Authority.
5. If you change your mind and no longer desire to port out, you must:
  - a) Request for the new housing authority to send your paperwork back to our office before your voucher expires
  - b) Provide a handwritten statement to our office expressing your desire to remain in our jurisdiction
  - c) Provide a statement from your current landlord giving you permission to remain in your current unit OR find a new unit in our jurisdiction and schedule an appointment to submit a Request for Tenancy Approval before your voucher expires.

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Tenant Signature

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Date

Attachments: Voucher, Notice to Vacate, and Portability Request

**Commissioners:**

Elizabeth Stafford, Chairperson, JURHA - Dennis Zolper Vice-Chairperson - Deborah Agnew · Rosa Hames · Rickey Greer



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# How Portability Works

## What is Portability?

**"Portability"** in the Housing Choice Voucher (HCV) program refers to the process through which your family can transfer or "port" your rental subsidy when you move to a location outside the jurisdiction of the public housing agency (PHA) that first gave you the voucher when you were selected for the program (**the initial PHA**).

*The agency that will administer your assistance in the area to which you are moving is called the receiving PHA.*

New families have to live in the jurisdiction of the initial PHA for a year before they can port. But, the initial PHA may allow new families to port during this one-year period.



## What Happens Next?

1. You must notify the initial PHA that you would like to port and to which area you are moving.
2. The initial PHA will determine if you are eligible to move. For example, the PHA will determine whether you have moved out of your unit in accordance with your lease.
3. If eligible to move, the initial PHA will issue you a voucher (if it has not done so already) and send all relevant paperwork to the receiving PHA.
4. If you are currently assisted, you must give your landlord notice of your intent to vacate in accordance with your lease.

## Contacting the Receiving PHA

1. Your case manager will let you know how and when to contact the receiving PHA. Your case manager must give you enough information so that you know how to contact the receiving PHA.
2. If there is more than one PHA that administers the HCV program where you wish to move, you may choose the receiving PHA. The initial PHA will give you the contact information for the PHAs that serve the area. If you prefer, you may request that the initial PHA selects the receiving PHA for you.

**Generally, the initial PHA is not required to give you any other information about the receiving PHAs, but you may wish to find out more details when contacting them (such as whether the receiving PHA operates a Family Self-Sufficiency or Homeownership program).**

# How Portability Works



## Before Porting, Things You Should Know

**Subsidy Standards:** The receiving PHA may have different subsidy standards. In other words, the initial PHA may have issued you a three-bedroom voucher, but the receiving PHA may, if appropriate for your family, issue you a two-bedroom voucher. Note, however, that the PHA's subsidy standards must comply with fair housing and civil rights laws. This includes processing reasonable accommodation requests that are necessary for qualified individuals with disabilities.

**Payment Standards:** The payment standards of the receiving PHA may be different for each PHA. Payment standards are what determine the amount of the rent that the PHA will pay on your behalf. If a receiving PHA's payment standards are lower than the initial PHA, then the portion of the rent you pay may be more than what you were paying at the initial PHA.

**Re-screening:** The receiving PHA may re-screen you using their own policies, which may be different than the initial PHA's policies and could result in them denying your request to move. When contacting the receiving PHA, you may want to ask whether they re-screen families moving into their area under portability and what are their policies for termination or denial of HCV assistance. This will assist you in determining if the receiving PHA's policies might prevent you from moving to their jurisdiction.

**Time Management:** You should manage the move so that you have enough time to arrive at the receiving PHA before the initial PHA voucher expires; otherwise, you may lose your assistance.

*See front for more details*

## Once at the Receiving PHA

1. The receiving PHA will issue you a voucher to search for a unit in its jurisdiction. Your voucher must be extended by 30 days from the expiration date on the voucher issued by the initial PHA.
2. When you submit a request for tenancy approval, the time on your voucher will stop until you are notified in writing whether the unit is approved or denied. The request for tenancy approval is the form you will submit to the receiving PHA once you find a unit, so that the receiving PHA can determine whether you may rent that unit under the program.
3. If you decide that you do not want to lease a unit in the area, the receiving PHA will return your voucher to the initial PHA. The initial PHA is not required to, but may, extend the term of your voucher so that you may search for a unit in the initial PHA's jurisdiction or port to another jurisdiction.

*Any additional instructions will be provided by the receiving PHA. PHAs must comply with all nondiscrimination and equal opportunity requirements in the portability process, including, but not limited to, the Fair Housing Act, Section 504 of the of the Rehabilitation Act, Title VI of the Civil Rights Act, and title II of the Americans with Disabilities Act.*

*See front for more details*

**CERTIFICATION OF  
DOMESTIC VIOLENCE,  
DATING VIOLENCE,  
SEXUAL ASSAULT, OR STALKING,  
AND ALTERNATE DOCUMENTATION**

**U.S. Department of Housing  
and Urban Development**

OMB Approval No. 2577-0286

**Purpose of Form:** The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

**Use of This Optional Form:** If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

**Submission of Documentation:** The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

**Confidentiality:** All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE,  
DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

1. Date the written request is received by victim: \_\_\_\_\_

2. Name of victim: \_\_\_\_\_

3. Your name (if different from victim's): \_\_\_\_\_

4. Name(s) of other family member(s) listed on the lease: \_\_\_\_\_

\_\_\_\_\_

5. Residence of victim: \_\_\_\_\_

6. Name of the accused perpetrator (if known and can be safely disclosed): \_\_\_\_\_

\_\_\_\_\_

7. Relationship of the accused perpetrator to the victim: \_\_\_\_\_

8. Date(s) and times(s) of incident(s) (if known): \_\_\_\_\_

\_\_\_\_\_

10. Location of incident(s): \_\_\_\_\_

In your own words, briefly describe the incident(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature \_\_\_\_\_ Signed on (Date) \_\_\_\_\_

**Public Reporting Burden:** The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.