



Berkeley Housing Authority

REQUEST TO PORT-OUT OF JURISDICTION **COMPLETE ALL PAGES**  
ALLOW 20 WORKING DAYS FOR PROCESSING

Name \_\_\_\_\_ Last 4 of Soc. Sec. # \_\_\_\_\_

Current Address \_\_\_\_\_, Apt \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

I am requesting permission to port-out/transfer my Section 8 Assistance to another Housing Authority.  
Contact information for the receiving Housing Authority is as follows:

Name of Housing Authority \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Current Assistance (Check all that apply):**

- I have a 30-day Notice or Mutual Release which I have also provided to my landlord (copy attached)
- I am not currently under contract in an assisted unit
- I want to move                       I am required to move
- I am in good standing with the Berkeley Housing Authority
  - I do not have an outstanding Security Deposit Loan or Repayment Agreement
  - I have not been served a proposed notice of termination

**I understand:**

- BHA **will stop** making payments to my current landlord consistent with the date of my 30-Day notice or Mutual Release (any extension must be signed by tenant and landlord and submitted to BHA)
- My tenancy will **not** be considered “over” until I remove all my belongings, clean the unit, and return the keys to the landlord (you should also take pictures to document the condition of the unit, to support your claim for return of the security deposit)
- I must continue to pay rent to my current landlord until my tenancy (my lease) is officially terminated
- It is **my responsibility** to learn about the “in-take” process at the receiving Housing Authority (if attendance at a briefing is required; how and when you will receive a voucher and Request for Tenancy Approval; the process for scheduling a unit inspection)
- I will be subject to all the rules of the receiving Housing Authority, including a determination of the number of bedrooms on my Voucher
- I am responsible for monitoring the expiration date of my voucher, and signing a lease before it expires.
- I understand if I am unassisted for **180 days** my Voucher is automatically terminated.

**Please (Select One)**     Mail my packet to my new housing authority     Fax my packet  
 Prepare my packet for hand delivery

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



Berkeley Housing Authority

**PORTABILITY SUPPLEMENTAL QUESTIONNAIRE**

I am moving to (City or County): \_\_\_\_\_ # Bedrooms on Voucher: \_\_\_\_\_

**How long did you use your Voucher to rent a unit in Berkeley?**

- ( ) Never leased up in Berkeley ( ) 1 year ( ) 2 to 5 years  
( ) 5 – 10 years ( ) More than 10 years

**I am transferring my Voucher outside of Berkeley because:**

[ ] Primary reasons why I am moving outside of Berkeley \_\_\_\_\_

**Other Reasons (Check all that apply):**

- [ ] I want to live close(r) to ( ) Work ( ) School ( ) Family
- [ ] Berkeley is too expensive for my family
- [ ] I need a wheelchair accessible unit
- [ ] I want to use my voucher in the unit where I currently live
- [ ] I tried and could not find a unit in Berkeley within the Payment Standard  
( ) BHA unit listing ( ) Craigs List ( ) \_\_\_\_\_
- [ ] I want to participate in a Home Ownership program offered by the receiving Housing Authority
- [ ] I desire housing with extra amenities (check all that apply):
- [ ] Gym/Work-Out Room on Site [ ] Swimming Pool  
[ ] Club House [ ] Child Play Area [ ] Other: \_\_\_\_\_

Check any that apply: [ ] The head of household or spouse is Elderly (62 or older)  
[ ] The head of household or spouse is Disabled  
[ ] There are children under 18 in my household; how many? \_\_\_\_

Head of Household age: \_\_\_\_\_

I am employed [ ] Yes [ ] No  
I am seeking work [ ] Yes [ ] No

**Thank you for sharing this information. Best wishes with your tenancy in the new jurisdiction.  
Berkeley is a great City to live, work, and raise a family. We welcome you back at any time!**