There are important things you should know if you decide to transfer (port) your Housing Choice Voucher out to another housing agency's jurisdiction.

Be aware that if you just received your voucher, the other housing agency's income limits apply, and you may not be eligible for assistance at that location.

Be aware of your voucher's expiration date. You cannot receive assistance anywhere once your voucher expires. Also, if the other agency does not have enough time to process your voucher prior to its expiration, you may be denied assistance. Don’t delay once you have decided to move out the area.

Be aware that the new housing agency may have different policies and procedures.

Be aware that you may receive a reduction in the number of bedrooms allowed on your voucher because the new agency may have different standards.

Be aware that you cannot move if you owe money to our Housing Agency or if it is found that you or a family member have engaged in criminal activities.

Be aware that some housing agencies are not accepting transfers to their area. You need to contact the agency of the area you want to live in and ask questions.

Please contact the other housing agency to find out if it is accepting voucher transfers at this time, processing time of portability requests coming into their agency from other housing authorities, income limits, payment standards, and if they have information about the availability of rental units, average rents, and other information that may affect your needs or benefits that are specific to you.

You can find contact information for other housing agencies offices at: https://www.hud.gov/program_offices/public_indian_housing/pha/contacts

You will need adequate resources to provide for your living expenses and move-in costs while your transfer of assistance is being processed. Assistance is never processed retroactively, so if you move into a unit before an inspection and contract are completed, you are responsible for the full rent.

It is recommended that you give a 60-day notice to move from your present unit, instead of a 30-day notice, to allow additional time for the processing of your transfer.

The City of Tucson Portability Specialist can be reached:
Phone: 837-5367
Email: s8portability@tucsonaz.gov
Mail: City of Tucson, PO Box 27210, Tucson, AZ, 85726-7210
Fax: 520-791-2506, Attn: Portability
TUCSON/PIMA HOUSING AUTHORITY
REQUEST FOR PORTABILITY

Date: ______________________ SS#: XXX-XX-_____ Entity ID#: ____________________

Name: ___________________________ Phone #: __________________________

Email Address: __________________________

Address: __________________________

City: __________________________ State: ______ Zip: __________

**Complete the following information for the housing jurisdiction you want to move to.**

Name of Housing Authority: __________________________

Address: __________________________

City: __________________________ State: ______ Zip: __________

Phone #: __________________________ Fax #: __________________________

Portability Contact Person: __________________________

Portability Contact Email: __________________________

I will be moving out of my current address effective: ________________

I understand the following requirements of portability:

- You must submit a [vacate notice form](#) signed by both you and the landlord.
- If transfer is approved, you are responsible to contact the Receiving Housing Authority.
- You must inform the Tucson/Pima Housing Authority in writing if you decide not to relocate within the Receiving Housing Authority.

Client Signature: __________________________ Date: ________________

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**For Office use only:**  
**Date Received:** ________________

Approved: ___________ Denied: ___________

Reason: ______________________________________________________________________

Account #: ________________ Vacate Notice Received: ______ Yes ______ No

Voucher signed: ______ Yes ______ No ______ Move out date: _________________________

Date info sent to Receiving HA: _______Mailed _______Faxed _______E-mailed

Initials of port agent