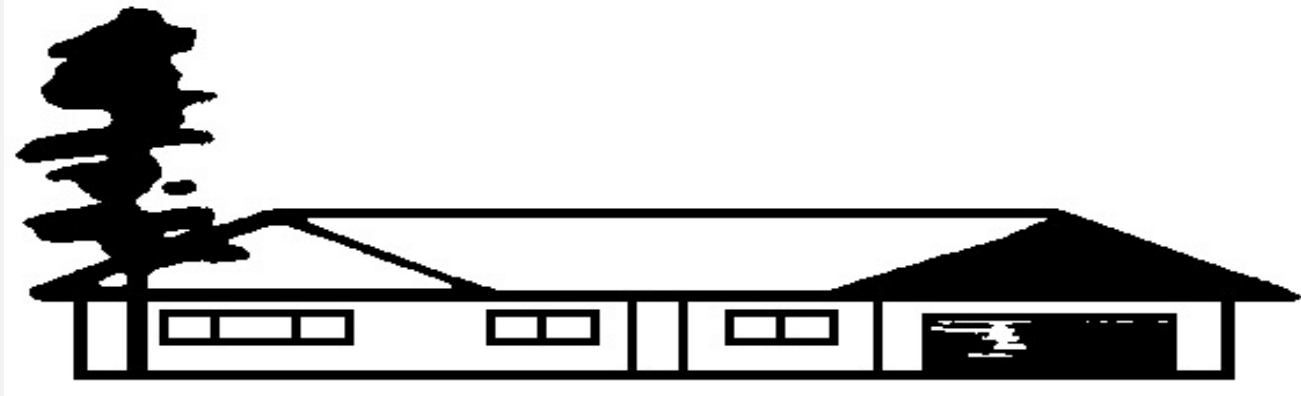


**MOVER\PORT OUT
BRIEFING**

**RELOCATING
INSTRUCTIONS**

WELCOME



Weatherford Housing Authority

SPECIAL ACCOMMODATIONS

Please let a WHA Staff know if you need a special accommodation today.

Our job is to help you.

This presentation should take approximately 30 minutes.

VOCABULARY WORDS

- Initial PHA-----Weatherford Housing Authority
 - A public housing authority that originally selected a family that later decides to move out of the jurisdiction of the selecting PHA.
 - A PHA that absorbed a family that later decides to move out of the jurisdiction of the absorbing PHA.
- Receiving PHA---In another Jurisdiction
 - A PHA that receives a family selected for participation in the program of another PHA, providing assistance to the family.
- Jurisdiction
 - The area in which a PHA has authority under state and local laws to administer the voucher program.

PREFERENCE

The Weatherford Housing Authority has a local preference, which is Parker County. You must reside here for one year before you may be allowed portability .

IF YOU DECIDE TO MOVE

- You must give the Weatherford Housing Authority a 30 day notice in WRITING.
- You must attend a Mover\Port Out Briefing. You are [HERE](#).
- You must give the Landlord a 30 day notice in WRITING or whatever the lease specifies. Some leases are 60 days notice. Refer to your lease.
- You will **need a letter** from the Landlord that you do not owe any money and that the lease contract will be canceled.
- Your unit may need to pass inspection.

REPAYMENTS

- You will not be issued a voucher to moved if you owe the WHA money and you are in a repayment agreement.
- You will not be issued a voucher if you owe the Landlord money or you have damaged the unit.

EVICTIONS AND MOVING

You will not be issued a voucher if you are in an Eviction process.

You will not be issued if you moved out of the unit without giving the WHA a 30 day notice. This is called abandoning the unit.

TODAY IF....

- You have a letter from the Landlord stating lease can be terminated and you do not owe the Landlord money.
- You have a copy of the letter where you gave the Landlord notice that you were moving.
- You have a written statement to WHA stating when you will be out of the unit (30) day notice BECAUSE that is the day the contract ends with that unit, and WHA will not pay on that unit for you anymore. WHA has a letter in which you can use for this notification.
- Make sure that you know the exact date you will be out of the unit.
- RENT STOPS on that Date.
- If you are Porting Out you need to have the name of the Housing Authority where WHA will send your file.

VOUCHER

You will be issued a voucher today if you have all the required information needed in order for WHA to issue you a voucher to relocate. **IF** you do not have the required information, you will be schedule to come to another appointment, not a briefing.

The voucher will be good for 60 days.

You must find a unit and have it pass inspection before the voucher expires.

No extensions will be allowed unless a reasonable accommodation is requested in **WRITING** from the Head of Household to Weatherford Housing Authority.

CHECKLIST

You will be given a checklist if you are relocating here in Parker County.

The Landlord will complete the Checklist and you and the Landlord will sign it.

You will return the Checklist with proof that the utilities are on.

WHA will check to see if you are eligible for the unit according to your income and payment standard.

REMEMBER that 30% of your adjusted income is for rent and utilities.

If you are Porting Out then the Receiving Housing Authority will check to see if you are eligible for the unit according your income and **their** payment standards.

CHECKLIST

Remember that you must turn in the Checklist and be prepared to wait until a WHA staff checks to see if you are eligible for the unit.

You do not need an appointment but it is best for call before you come.

You cannot rent from family.

The Landlord must be HUD approved.

PORTABILITY

When a family moves under portability to an area outside the jurisdiction of the family's initial PHA, another PHA (the receiving PHA) must absorb or administer the assistance for the family if a PHA has jurisdiction in the area where the unit is located.

If there is more than one PHA with jurisdiction in an area where a family wishes to exercise portability, the initial PHA may choose the receiving PHA.

Portability Process usually take about 45 minutes. Be prepared to wait.

Portability may take up to 45 to 90 days depending on the Receiving Housing Authority.

WHA RESPONSIBILITY

Will advise family , will issue a voucher and notify receiving PHA to expect family.

WHA will send port out paperwork and copies that the receiving PHA will need for your file.

May prohibit moves during the initial lease term.

Provide the family with information about the receiving HA responsible for working with incoming portability families.

Informing the family about any procedures related to appointments for voucher issuance that the receiving PHA has shared with the initial PHA.

WHO DO I CONTACT AFTER

The Housing Authority where WHA sent your paperwork.

Do not miss appointments with the New Housing Authority.

REMEMBER that if you miss appointments with the new HA you will be canceled.

You have to go by the New Housing Authority rules and regulations.

You may not get into a unit as quick as you thought you would.

Big housing authorities may take longer for you to port in.

FOR YOUR INFORMATION >>>>>>>>>>>>>

Moving to another unit or Porting Out is almost like a New Admission.

When you first came to the New Admission Briefing You were either paying full rent or you were living with someone.

This may happen if your move out \ rent stop date happens before you have found a unit **and** the voucher has not Expired.