



PORT OUT INSTRUCTIONS

RECEIVING HOUSING AUTHORITY (RHA): You should contact the RHA to let them know you want to move into their jurisdiction. You must ask the receiving housing authority for their:

Full name: _____

Address: _____

City / State / Zip Code: _____

Name of RHA Contact: _____

Phone Number	Fax Number	Email Address
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If you are in good standing with your current landlord in Westmoreland County, your file will be transferred to the RHA address listed above via **mail, email or fax**. Portability Packets will ***not be accepted*** if hand carried by Participant.

It may take 2 to 3 weeks for the RHA to receive your paperwork in their office. You must contact the RHA to see if your information has been received.

CRIMINAL BACKGROUND CHECK: The RHA may require all incoming portable adult participants to pass their criminal background check. ***If you or any family member have any arrest and/or criminal activities within the last five(5) years, your portability may be denied and your port papers will be returned to Westmoreland County Housing Authority.***

SECURITY DEPOSITS: *It is important the family have sufficient resources, including a place to stay, and available funds to pay for temporary housing, security deposits, and other expenses, to carry them through the processing period.*

To RHA will advise what documents are required when you attend their Portability Briefing.

- The RHA may reduce the voucher size.
- The RHA Payment standards may be lower.
- For an admission at the RHA, the family income may exceed the RHA's income limits and they may be ineligible for assistance.

The paperwork is very important. You will need to provide all the necessary verifications requested before the RHA can approve you for assistance. Again, the approval process may take 45-60 days. Failure to provide your paperwork in a timely manner may result in termination of your rental assistance benefits. Some documents may be sent by WCHA IHA (Initial Housing Authority): i.e., Photo ID for all adults, birth certificates, social security cards, income, Declaration of Citizenship, etc. (If these documents are not sent by the IHA, you must provide the originals.) ***The receiving housing authority is not to determine the eligibility of the portable family; they have been determined eligible by the Initial Housing Authority.*** The function of the receiving housing authority is to make sure that all documents, signatures and/or verifications required by HUD are in your file.