

## **Interested in Porting your Voucher?**

Porting can be a complicated process, so KHA has provided you with this flyer to help you make the best decision for your household. If you choose to port, please contact KHA immediately.

### **A few things to take into consideration regarding porting:**

- KHA does not have emergency assistance while you are transferring your voucher. KHA highly recommends that you have an alternative place to lodge during your search for a new unit in the new jurisdiction.
- You may choose to cancel a port after your file has been sent to the receiving housing authority. HOWEVER, your landlord does not have to let you revoke your notice to vacate. If the landlord does not allow you to revoke your notice, you will need to find a new unit with Klamath/Lake Counties.
- Whether searching for a new unit within KHA jurisdiction or the receiving housing authority's jurisdiction, the housing authority will not begin your rental assistance for a new unit until it has been deemed rent reasonable and passes an inspection. If you choose to move into a unit before it has been deemed rent reasonable or passed an inspection, you are responsible to pay the full rent owed to your landlord during that time.
- The receiving Housing Authority may have different eligibility requirements and policies regarding income limits, subsidy standards, and criminal background. If the requirements are not met, you may be denied your port.

**#1** – Provide KHA with the form labeled “Request for Portability”, including the areas where you would like to move to. Once KHA receives this, KHA will reach out to the housing authorities in that area to see if the agency is billing or absorbing for vouchers porting into their jurisdiction. If the receiving housing authority is absorbing or billing at a reasonable price that KHA can afford, the port will be approved. If the other housing authority is billing at a price above what KHA can afford, the port will be denied, and you will be unable to move to that county at that time.

**#2** – Per Oregon Law, you must give a 30-day notice to vacate to your landlord. KHA recommends giving up to a 60-day notice if allowable by landlord. A longer notice to vacate would allow more time for a move and for the intake process at the receiving housing authority. KHA will need a copy of the exact notice given to your landlord.

**#3** – When KHA receives a copy of your notice to vacate, you will sign a new voucher allowing you 120 days to search for a new unit within the receiving housing authority's jurisdiction. This new voucher is sent to the receiving housing authority.

**#4** – Once KHA has received a copy of your 30-day notice to vacate, a new signed voucher, and your completed request for portability form, your portability packet will be processed and sent to the receiving housing authority. You will be given the contact information for the receiving housing authority as you will now be in their jurisdiction and will deal with their office directly.

KHA wants to wish you the best of luck during your move to a new area. If you have any further questions regarding portability, please contact our office at 541-884-0649.