

Guidelines for Section 8 Voucher Portability

You must receive assistance for one year before guidelines apply.

DEFINITIONS:

The Public Housing Authority that issued a voucher to you is the *INITIAL PHA*.

The Public Housing Authority that is in the area that you wish to move is the *RECEIVING PHA*.

Instructions:

1. You must notify the *INITIAL PHA* that you want to move and you must provide the name of area to which you want to move to the *INITIAL PHA IN WRITING*.
2. You must give the *INITIAL PHA* and your landlord 30 days notice that you intend to move.
3. The *INITIAL PHA* will notify the *RECEIVING PHA* that you will be moving to their jurisdiction.
4. You must report to the *RECEIVING PHA* within the time period indicated on your voucher. The *RECEIVING PHA* may want to issue one of their vouchers to you. If this happens, your voucher with the *INITIAL PHA* will be cancelled.
5. If you do not report to the *RECEIVING PHA* by the date specified on your voucher, your voucher will be cancelled.
6. The *RECEIVING PHA* will be responsible for performing all of the functions with the providing assistance, including inspections of your apartment, providing lease up paperwork and annual recertification of your income.
7. The *RECEIVING PHA* will notify the *INITIAL PHA* if any program violations occur.
8. It is your responsibility to follow program regulations so your assistance can be continued.
9. The Marquette Housing Commission will not approve portability to another jurisdiction unless the Payment standard either matches or is lower than the Marquette Housing Commission's current payment standard.

INITIAL PHA

Marquette Housing Commission
316 Pine Street
Marquette, MI 49855
(906) 226-7559

SIGNATURE

DATE

6/16/2015 SH