



Central Virginia Housing Coalition
208 Hudgins Road
Fredericksburg, VA 22408
Phone: (540) 604-9943 Fax: (540) 604-9949



Port-out Guidelines – Leaving the Area

You must submit a written request of your intent to move with the date you wish to do so. This date must be the **last day of a month**. We require a 60 day notice, and your Landlord may require a 60 day notice (according to your lease).

Once your notice of intent to move is received:

You will be sent the Housing Choice Voucher Program Portability Request Form; this must be completed and returned to the agency. We will then contact the housing agency you indicate so we can obtain voucher size and payment standards for your new jurisdiction.

- This information allows us to obtain the correct voucher size for your port move.
- The information gives you the voucher size and amount you will be working with.

We will send a letter to your landlord to verify you are in good standing in order to move. They have a total of 10 days to respond.

Once your landlord responds, or the 10 days have elapsed, you will be given an appointment. It is at this appointment we will update your paperwork as if you were completing an annual recertification. You will be given the port voucher*, the new jurisdiction will give you the RTA.

Once all the paperwork is updated and all required documents have been received we will send everything to the new jurisdiction. They will then contact you with an appointment, it is very important you keep them informed of your contact information at all times.

If you wish to proceed with the move process, please submit a proper request to move to this office. Be sure to give your landlord the proper notice required by your lease.

***We are not granting extensions on vouchers. It is imperative that you discuss with your current agent AND the receiving housing authority what time frame to expect for your appointments and lease up. Again, you only have 60 days once the voucher issued.**