



# PIEDMONT TRIAD REGIONAL COUNCIL

1398 CARROLLTON CROSSING DRIVE  
KERNERSVILLE, NC 27284  
(336) 904-0300  
MATTHEW L. DOLGE • EXECUTIVE DIRECTOR

## FAMILY REQUEST FOR PORTABILITY FORM

Portability is the ability of a family to move from one Public Housing Authority's (PHA) jurisdiction to another Public Housing Authority's jurisdiction that administers a Housing Choice Voucher (HCV) Program within the United States or its territories with continued rental assistance. The right to move under portability is not automatic and requires coordination and approval from both the initial Public Housing Authority and receiving Public Housing Authority. Therefore, you must understand a move under portability will take a little longer to process than a regular move within the same jurisdiction. In order to port out, you must meet the following criteria:

- 1) You have been receiving rental assistance through Piedmont Triad Regional Council (PTRC) HCV Program for at least one (1) year.
- 2) You have fulfilled your current lease agreement or have written landlord permission to vacate and have given proper written notice to the landlord and PTRC HCV Department.
- 3) Have you submitted an Intent to Vacate Notice to your landlord?

**If you believe you are eligible to move with continued assistance under the portability regulations, and you would like to transfer your rental assistance to another Public Housing Authority's jurisdiction, please fill out the information in the area below.**

Head of Household: \_\_\_\_\_ Last four of SSN: \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Street, City, State, Zip)

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Please list the city, county, and state in which you would like to move and PHA contact information.**

City: \_\_\_\_\_ PHA Contact: \_\_\_\_\_  
(if known)

County: \_\_\_\_\_ Email of PHA Contact: \_\_\_\_\_  
(if known)

State: \_\_\_\_\_ Name of PHA: \_\_\_\_\_  
(if known)

Providing the PHA contact information is not a requirement for us to process your information. However, it will help expedite getting the required documents to the appropriate Housing Authority.



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## Next steps in the portability process:

1. We will contact the Public Housing Authority that covers the area you would like to move into. We will inform the other Public Housing Authority that you wish to “port in” to their jurisdiction and confirm that they are receiving portable vouchers.
2. Next, your request to port out must be approved by Piedmont Triad Regional Council, and the Public Housing Authority in the location you wish to move. Our representative will inform you whether or not your request has been granted.
3. If your request has been approved by both Housing Authorities, we will process your portability documentation, and your program documents will be sent to the Public Housing Authority where you will move.
4. You will need to contact your new Public Housing Authority to inquire about any additional requirements that they may have.

I, \_\_\_\_\_, have requested that Piedmont Triad Regional Council provide me with a Housing Choice Voucher to rent a unit that is located outside of their jurisdiction.

By signing below, I hereby authorize Piedmont Triad Regional Council to release information from my tenant file for the purposes of porting to a new location under the Housing Choice Voucher Program portability regulation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date