

Steps to take in requesting to port-out with the Section 8 voucher

You must meet with your case manager and receive approval from MBHA to move from your unit

You must request in writing to port out and provide name and address of the Housing Authority that you are requesting to port to.

You cannot owe MBHA any money

You cannot move in the first year of your lease

If you are currently in a lease you must provide a written statement to MBHA from your landlord indicating their approval to rescind the lease

You must give a 30-day written notice of your intent to vacate to your landlord. The landlord must sign the notice and you must provide a copy of the notice to MBHA.

You need to complete a move out inspection with your landlord, turn in your keys, and cannot leave any damages to the unit over and above normal wear and tear. In the event that damage charges occur upon your move out, you will need to fulfill your obligations to your landlord.

MBHA will send verification to the other Housing Authority for their payment standard and bedroom size and if they will absorb or administer your voucher

You must receive a voucher from MBHA

I understand the following issues as stated above must be completed in order to move with my Housing Choice Voucher.

Signature of Participant

Date

Print Name

8/9/06