



Neighborhood Services

City of Tyler

900 W. Gentry Pkwy. Tyler, Texas 75702

Ph# (903) 531-1303

Fax# (903) 531-1333

FORMAL PORTABILITY REQUEST

I, _____, hereby formally request that a portability transfer package be sent to the Housing Authority / Agency list below:

Full official name of Housing Authority / Agency

Name of Authority / Agency Contact Person

Full Street or mailing address

Telephone Number of Contact Person

City, State and ZIP code

Authority / Agency FAX Number and E-mail address

TO BE FILED WITH TERMINATION / 60-DAY NOTICE

X _____
Signature of Client

Date

Address:
(Housing Agency will send your appointment letter to this address)

Phone Number:

- *** 60-Day Notice to Move form signed by Landlord must be provided.
- *** Once your request to move is approved, we will send a copy of your information to the receiving PHA, within 2 days you can contact them if they received or processed your information.

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the U.S. as to any matter within its jurisdiction.

Move & Port Requests

It is the responsibility of the voucher holder to obtain all required information to complete the forms relating to moves and portability. Tyler Housing Agency **will not authorize moves or portability requests** 1) if the family is in violation of a family obligation, owes money to the agency and/or existing owner, has moved out of its assisted unit in violation of the lease, or 2) without the required completed forms and documentation.

Before moving or porting your, please ensure that you have:

- The necessary funds required for all deposits.
- A general idea of where you would like to relocate and reside.
- Prepared to move from your current unit on the date you state on the Notice to Move Form.
- Received authorization from the agency prior to moving into your desired unit.
 - A unit that has passed an inspection is not an automatic approval by the inspection division or the agency to move into the unit.

MOVES-

Please follow the steps below if you have chosen to move from your current unit:

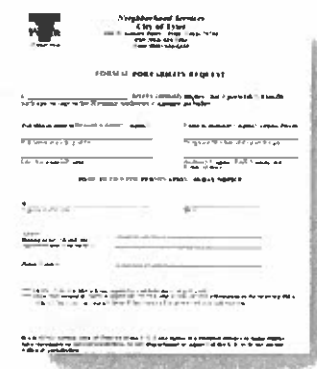
- Attend a move/port briefing at Neighborhood Services (Tyler Housing Agency), as specified.
- Check with your landlord to inquire about the last date of your lease ending.
 - You **MUST** provide a copy of your lease to the agency (along with a completed **Notice to Move Form**)
- Submit a completed 30-day **OR** 60-day **Notice to Move Form** (based on the requirement of each individual landlord).
 - The move-out date will **ALWAYS** be the last date of the month.
 - The form must be completed, signed, and dated by both you and the owner.

A scanned image of a 'Notice to Move' form from Neighborhood Services. The form includes fields for tenant information, landlord information, and a section for the tenant to provide details about their move, including the date and reason. It also has a section for the landlord to provide information about the new unit and the lease terms.

PORTS-

Please follow the steps below if you have chosen to port your voucher to another jurisdiction:

- You are required to submit the following forms:
 - **Portability Form**, completed, signed, and dated by the voucher holder, **AND**
 - **Notice to Move Form**, signed and dated by both you and the owner
- Move-in dates cannot be changed once the agency executes a Housing Assistance Payment (HAP) contract with the owner, based on nonpayment of deposits, security deposits, pro-rated tenant portions, etc.

A scanned image of a 'Portability Request' form from Neighborhood Services. The form includes fields for tenant information, landlord information, and a section for the tenant to provide details about their portability request, including the date and reason. It also has a section for the landlord to provide information about the new unit and the lease terms.

If you have any additional questions, please do not hesitate to contact the agency through email nbsportability@tylertexas.com, phone (903) 531-1303, or fax (903) 531-1333.