

**HOUSING AUTHORITY OF THE CITY OF SAN LUIS OBISPO  
487 LEFF STREET – PO BOX 1289  
SAN LUIS OBISPO, CA 93406  
(805) 543-4478 FAX (805) 595-1372**

Date: December 16, 2010

Re: INSTRUCTIONS FOR USING PORTABILITY

In order to schedule you for an appointment, we must FIRST have the following verifications/information from the Housing Authority that is currently assisting you with your rent:

1. Letter of introduction from your current Housing Authority including a statement regarding any money you may owe that agency
2. Monthly per unit fee for administrative fee calculation, Housing Authority ID # (example – CA064), Billing address for that Housing Authority, Portability Form - HUD 52665, Part I
3. Copy of the family's Voucher
4. Current HUD 50058
5. Copies of the income verification for the current HUD-50058
6. Copies of the citizen/eligible immigrant verification
7. *Optional: Family Self-Sufficiency information if the family is participating in FSS*

Once we have received these verifications, you will receive a notice from the Housing Authority of San Luis Obispo advising you to call for an appointment. After you have been interviewed in our office, the transfer process will begin.

Please be aware that you may have to pay **ALL** of your **1<sup>st</sup> Month's Rent** once you have moved to a new rental unit in San Luis Obispo County. The transfer process takes time and moving can be expensive. The more time you allow completing your transfer from one Housing Authority's jurisdiction to another, the more smoothly the transfer will take place.

The Landlord Referral Listings are available for viewing in the reception area of the Housing Authority office located at 487 Leff Street. This office is open Monday through Friday from 8:00 am to 5:00 pm. On some Fridays, we are closed from 12:00 pm to 1:00 pm for the lunch hour. The office is closed on Saturdays and Sundays and holidays.

Please feel free to contact this office at (805) 594-5318 if you have any questions.

**CHRISTINA CASILLAS  
HOUSING ASSISTANT II**

Enclosures: Issuing the Housing Voucher

cc: applicant file

Please See Other Side

## OVERVIEW OF PORTABILITY

- Portability is a term used to describe a family's ability to move from one Housing Authority's (HA) jurisdiction to another location outside the jurisdiction of the original Housing Authority and continue to receive assistance.
- A Voucher holder or participant family has the right to receive tenant-based Voucher assistance to lease a unit outside the initial HA jurisdiction, anywhere in the USA in the jurisdiction of a HA with tenant-based assistance.
- The HA may not provide portability assistance if the family has moved out of its assisted unit in violation of the lease.

## RESPONSIBILITIES OF INITIAL HA

- The HA will advise the family how to contact and request assistance from the receiving HA.
- The family must promptly contact the receiving HA and comply with the receiving HA's procedures for incoming portability.
- Provide the family with a Portability Request to Transfer form.
- The HA will determine whether a family is income eligible in the area where the family wants to lease a unit.
- Send to the receiving HA the following documents:
  1. The current HUD 50058
  2. Copies of the income verification for the current HUD-50058
  3. Copies of the citizen/eligible immigrant verification
  4. Copies of the family's Voucher
  5. The Portability Form, HUD-52665 (Part I completed)
  6. *Optional: Family Self-Sufficiency information if the family is participating in FSS*

## RESPONSIBILITIES OF RECEIVING HA

- The HA will provide assistance when a family has a right to lease up under portability.
- The HA's waiting list and selection preferences do not apply.
- The HA may opt to screen using the receiving HA's screening criteria only if the family is not a current participant.
- The HA will notify the initial HA whether it will bill the initial HA for assistance or absorb the family. (At this time 12/16/10 will bill the Initiating PHA)
- The receiving HA will issue a Voucher to the family and decide whether to extend or suspend it.
- The family unit size will be based on the subsidy standards of the receiving HA.
- The HA will perform all program functions such as reexaminations of family income and composition.
- At any time the initial or receiving HA may make a determination to deny or terminate assistance to the family in accordance with program regulations.