

PORT IN REQUEST FORM

Housing Choice Voucher (Section 8) applicants¹ and participants may be eligible to move to New York City from another area outside of New York City and continue to receive rental assistance; this is referred to as **portability**. Please note that you must have received approval from the Initial Public Housing Authority (IPHA) that currently administers your voucher before HPD can assist you in your request for portability. If you have not received approval, contact your IPHA and request a Port Out voucher.

This form should be completed by the head of household and returned via mail or in-person to **Client Services, 100 Gold Street, Room 1-O, New York, NY 10038**, faxed to (212) 863-8526, or emailed to portability@hpd.nyc.gov. HPD will review all requests for income eligibility, and contact your IPHA on your behalf. HPD can only act on this request once a Port In package is received from your IPHA.

You must provide updated contact information to HPD so that you can receive information critical to keeping your subsidy and completing your move. Contact us at (917) 286-4300 anytime your address changes, or with any additional questions.

Household Information

Head of household name: _____ SS# _____

Current address: _____ City, State Zip: _____

Contact telephone number: _____ Email address: _____

I am: (Please select all that apply to you)

- A Section 8 Applicant¹ A Section 8 Participant² A FSS Participant A PBV Participant A VASH Participant

Have you received a Port Out voucher from the PHA administering your voucher (IPHA)? Yes No

Where are you moving from (City/Town and State)? _____

In order to assist you with your request, we need to contact the IPHA that administers the Section 8 program in the area that you are leaving.

Initial Public Housing Agency (IPHA) Information

Agency Name: _____

Agency Address: _____ City, State Zip _____

Agency's Portability contact person: _____

Telephone number: _____ Fax #: _____ Email address: _____

Household Portability Eligibility Information:

If you are currently an applicant to the Section 8 program, in order to transfer your Section 8 assistance to New York City, your household income must be below the income limits for the program. Income limits are located at:

<http://www1.nyc.gov/site/hpd/section-8/applicants-eligibility.page>. Additionally, for both applicants and participants the apartment you find must be within New York City's payment standard: <http://www1.nyc.gov/site/hpd/section-8/subsidy-and-payment-standards.page>. HPD will reach out to your IPHA on your behalf to request the following documents (Port In package). These documents must be provided by the IPHA before HPD can take action on your case:

1. HUD form 50058 (Family Report)
2. HUD form 52665 (Family Portability Information)
3. Portability Voucher

I certify that the above statements are true to the best of my knowledge. I understand that supplying false statements to a government agency is punishable under federal law and may result in the denial of my port request and jeopardize my housing subsidy. I understand that HPD will have to review all portability requests and this can take up to 14 calendar days.

 Head of Household Signature

 Date

¹ Applicants have not yet started receiving Section 8 subsidy through their IPHA.

² Participants receive a Section 8 subsidy for their housing unit from their IPHA.

