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Housing Choice Voucher (HCV) Portability

Moving with Your Voucher

The Housing Choice Voucher (HCV) Program allows eligible participants to move their rental assistance to another area through a process called **portability**.

Portability allows you to use your voucher outside of the Pawtucket Housing Authority's jurisdiction, including another city, town, or state, as long as the area is served by a Housing Choice Voucher Program.

Important: You must receive approval from the Pawtucket Housing Authority before moving. Do not move or sign a lease in a new location before completing the portability process.

Requesting Portability

If you would like to move with your voucher, you must:

1. **Contact your Program Representative**
 - Notify the Pawtucket Housing Authority that you are interested in moving.
 - Discuss your eligibility and planned move date.
2. **Complete the required paperwork**
 - Submit a portability request and any required documents.
 - Provide information about where you plan to move.
3. **Receive approval before moving**
 - Your request must be processed before you relocate.
 - Moving without approval may result in the loss of rental assistance.

How the Portability Process Works

Step 1: Participant Requests to Move

You notify the Pawtucket Housing Authority that you would like to move.



Step 2: PHA Transfers Your Information

The Pawtucket Housing Authority sends your voucher information to the Public Housing Agency (PHA) that serves the area where you want to move.



Step 3: Receiving PHA Contacts You

The receiving PHA will provide information about their portability procedures and explain the next steps.



Step 4: Find an Approved Unit

You must find a unit that:

- Meets HUD housing quality requirements
- Passes inspection
- Has an approved rent amount
- Has an owner willing to participate in the HCV Program



Step 5: Lease Approval and Assistance Begins

Once the unit passes inspection and all required paperwork is completed, rental assistance can begin.

Where Can I Move?

You may request portability to:

- Another city or town in Rhode Island
- Another state
- Any area in the United States where a Housing Choice Voucher Program operates

The receiving Public Housing Agency will determine the procedures for issuing your voucher and approving your new unit.

Participant Responsibilities When Moving

As an HCV participant, you are responsible for:

- ✓ Providing accurate information
- ✓ Giving proper notice to your current landlord
- ✓ Attending required appointments
- ✓ Responding to requests from both PHAs
- ✓ Finding a unit within the required timeframe
- ✓ Following all HCV Program rules

Failure to meet program requirements may affect your assistance.

Before You Move, Remember

Do Not:

- ✗ Move before receiving approval
- ✗ Sign a lease before the unit is approved

✗ End your current lease before following required procedures

Do:

- ✓ Contact your Program Representative early
- ✓ Ask questions about the portability process
- ✓ Keep copies of all documents
- ✓ Respond promptly to communications from the PHA

Frequently Asked Questions

Can I move anywhere with my voucher?

You may request to move anywhere in the United States where a Housing Choice Voucher Program is administered. Your request must meet program requirements and be approved before you move.

How much notice do I need to give before moving?

You must provide enough time for the Pawtucket Housing Authority to process your portability request and for the receiving PHA to complete their procedures. Contact your Housing Specialist as early as possible.

Can I move if my lease has not ended?

You must follow the terms of your current lease and receive approval before moving. Your landlord may require proper notice before you vacate.

Can I choose any apartment?

You may choose your own unit; however, the unit must:

- Meet HUD inspection requirements
- Pass an inspection
- Have a reasonable rent
- Be approved by the PHA

Will my voucher amount stay the same if I move?

Not necessarily. The receiving PHA may use different payment standards, and your assistance amount may change based on the new location, rent, and household circumstances.

What happens if I move without approval?

Moving without approval may result in the termination of your Housing Choice Voucher assistance. Always complete the portability process before relocating.

Housing Choice Voucher (HCV) Portability Checklist

Before Moving With Your Voucher

Moving with your HCV requires advance planning and approval.

Before Requesting Portability

- ☐ Contact your Program Representative to discuss your plans to move.
- ☐ Confirm that you are eligible to move with your voucher.
- ☐ Review your current lease requirements and provide proper notice to your landlord.
- ☐ Decide where you would like to move and identify the Public Housing Agency (PHA) that serves that area.

After Your Portability Request Is Approved

- ☐ Pawtucket Housing Authority will send your portability paperwork to the receiving PHA.
- ☐ Contact the receiving PHA after your paperwork has been transferred.
- ☐ Attend any required briefing or appointments.
- ☐ Receive your voucher from the receiving PHA.
- ☐ Search for an eligible rental unit.
- ☐ Ensure the unit passes inspection before moving in.
- ☐ Complete all lease and Housing Assistance Payment (HAP) paperwork.

Important Reminders

Do not move before your portability transfer is approved.

Moving before approval may result in delays or termination of your rental assistance.

You are responsible for:

- ✓ Keeping your contact information updated
- ✓ Responding to requests from both PHAs
- ✓ Meeting all program deadlines
- ✓ Following all Housing Choice Voucher Program rules