



## Portability Information

Portability refers to the ability to relocate and select housing anywhere in the United States with continued rental assistance. The following information highlights the Frequently Asked Questions (FAQ) about our 'Port-In' procedures. This information should be used by voucher holders when transferring into our program from another housing authority.

### Frequently Asked Questions (FAQ)

**1. Who do I contact in order to request portability to your jurisdiction?**

You must first contact your present housing advisor or administrator located at your Initial Housing Authority (IHA). Once this occurs, be sure to follow-up with the initial HA to confirm your records were properly transferred to the Receiving Housing Authority (RHA).

**2. Who does my initial Housing Authority send the paper work to?**

Please have your information forward to:

Mail: Orange County Housing and Community Development  
ATTN: Housing Choice Voucher Program  
PO Box 8181  
Hillsborough, NC 27278

Fax: (919) 644-3056

Email: [HCVPortability@orangecountync.gov](mailto:HCVPortability@orangecountync.gov)

**3. How long is the port-in process?**

Generally, it takes six to eight weeks to complete the portability process. The portability processing time varies at each housing authority. However, the main factor that will delay the participant processing time is not receiving all the required portability documents from the IHA.

**4. What required information is needed to transfer or port to another housing authority?**

The required information includes:

- A current Housing Choice Voucher (HUD form 52646) signed by the participant and the IHA
- The HUD 52265 form - The initial Public Housing Authority (PHA) completes and sends Part I of this form to the receiving PHA
- Income information that matches the 50058; and
- A current Enterprise Income Verification report

**5. Are we accepting or absorbing voucher holders from other areas?**

The OCHA HCV Program is accepting port -Ins. We may absorb or administer incoming portable vouchers. If we elect to administer, the Initial Housing Authority will be billed upon the execution of a Housing Assistance Payment (HAP) Contract.



6. **What can I do to speed-up the port process?**  
Contact your initial HA 3 to 4 business days after your information was forward to the OCHA to confirm if the documents were successfully forwarded.
7. **Is there a fee involved in the porting process?**  
No, there is not a fee involved in portability.
8. **If I need an extension of time, who do I contact?**  
Contact your initial HA for this request. For example: Before your voucher expires, you must contact your initial HA for approval and to request any extension of time. The receiving PHA is required by regulation to inform the initial PHA of any extensions of the voucher term.
9. **If I experience a setback during the process of relocating, who do I contact?**  
You must contact your initial HA to inform them of the setback and seek their advice for proper action.
10. **If I am undecided about where to relocate in North Carolina, what should I do?**  
You must first decide on the (North Carolina) county of choice and make sure our agency service the area.
11. **Is there any priority given to special populations when porting?**  
Generally, no priority is given including to the elderly or the disabled.
12. **Does the OCHA offer the homeownership program for HCV participants porting into your area?**  
No, we only offer homeownership to those tenants that are administered by OCHA.
13. **Are there ways to identify available HCV properties?**  
Please visit [NCHousingSearch.org](http://NCHousingSearch.org) and/or [www.GoSection8.com](http://www.GoSection8.com) and follow the instructions leading to your desired information. This site provides current information on HCV and affordable housing units in the area. Also, the owners sometimes advertise their available properties in local publications and flyers.
14. **Do I qualify for the same number of bedrooms that I have at my initial Housing Authority?** Each Housing Authority has different methods of calculating subsidy standards, which is the number of bedrooms you qualify at the time your port into the RHA jurisdiction. For this reason, the OCHA may issue you a voucher that may be smaller or larger than your original voucher size.
15. **How much is my voucher be worth?**  
The PHA calculates the maximum amount of housing assistance allowable. The maximum housing assistance is generally the lesser of the payment standard minus thirty (30%) percent of the family's monthly adjusted income or the gross rent for the unit minus thirty (30%) of monthly adjusted income.