



DO YOU WANT TO TRANSFER YOUR VOUCHER TO A DIFFERENT CITY?

■ **Instructions for Porting Your Voucher to another Housing Authority** *Housing Choice Voucher (HCV) & Emergency Housing Voucher (EHV) Programs*

If you are a participating tenant in the HCV or EHV programs and would like to transfer your voucher to another jurisdiction (also known as “porting”), you must follow the instructions below carefully to ensure your request is processed without delays.

✓ **Step 1: Submit 30/60/90-Day Contract Termination Notice to Housing Specialist and Owner**

You can obtain the 30/60/90-Day Contract Termination Notice in the Housing Authority Lobby, or contact your Housing Specialist by email.

✓ **Step 2: Submit Required Documents**

Along with your portability request, you must submit the following documents as proof that your rent and utilities that you are responsible for are current:

1. **Three (3) Most Recent Rent Receipts**
 - Must be from your current residence
 - Must show on-time payments and full rent paid
2. **All Utility Bills Dated Within the Last 30 Days**
 - Include bills for electricity, gas, water, and any other applicable utilities
 - **Bills must not:**
 - Show any disconnection notices
 - Show an outstanding balance
 - Show a repayment agreement

⚠ Incomplete or non-compliant documentation will delay the processing of your portability request.

✔ Step 3: Your Housing Specialist Will Schedule an Appointment to Issue Voucher

Your Housing Specialist will contact you to schedule an appointment to issue you a voucher. .

✔ Step 4: Submit a Portability Request

You must submit the ***Request for Voucher Transfer*** form, or a written request to your **initial housing authority** (the one currently administering your voucher), indicating your desire to transfer your voucher to another housing authority.

Include the following in your request:

- Your full name and contact information
 - Your current address
 - The name of the housing authority you wish to transfer to (including city, state, and zip-code)
 - Your reason for transferring (if applicable)
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Submission Instructions

Submit your request to port and the **required** documents to your Housing Specialist via:

- **Email**
 - **In Person**
 - **Mail:** 700 N. Bullis Road, Compton, CA 90221
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Processing Time

Once all documents are received and reviewed, your Housing Specialist will prepare your portability packet and send your portability packet to the housing authority you listed on the request for voucher transfer. **Your new housing authority** will contact you with the next steps, which may include scheduling a briefing.

If you have questions or need assistance, please contact your housing specialist directly.

Portability

A participant family or an applicant family that has been issued a voucher has the right to use tenant-based voucher assistance to lease a unit anywhere in the United States, provided the unit is located within the jurisdiction of a local housing authority administering a tenant-based voucher program. The process by which a family obtains a voucher from one housing authority and uses it to lease a unit in the jurisdiction of another housing authority is known as **portability**.

Applicants selected for a Voucher from CHA's Wait List

New families have to live in the jurisdiction of the initial PHA for a year before they can port. If neither the head of household nor the spouse/co-head of an applicant family had a legal residence in CHA's jurisdiction at the time the family's application for assistance was submitted, the family must live in CHA's jurisdiction with voucher assistance for at least 12 months before requesting portability.

CHA will consider exceptions to this policy for purposes of [Reasonable Accommodation](#) or for families who are otherwise in compliance with program obligations but have moved to protect the health or safety of an individual who is or has been a victim of domestic violence, dating violence or stalking, and who reasonably believed he or she was imminently threatened by harm from further violence if they remained in the unit. However, any exception to this policy is subject to the approval of the receiving housing authority.

When a qualifying family requests portability, CHA mails, emails, or faxes the necessary documents to the Housing Authority that serves the area to which the family wishes to move.

Important Facts about Portability:

- You will be required to provide your current landlord with a Notice to Vacate the unit.
- Prior to moving you must sign a new voucher.
- The NEW PHA may have different rules, policies and deadlines. Allow yourself enough time to transfer.
- There will likely be different payment standards at the new location.
- You may be issued a different size Housing Choice Voucher because the voucher size will be determined by the New PHA's occupancy standards.

List of Public Local Housing Authorities			
Anaheim Housing	Hawaiian Gardens Housing	Orange County Housing	South Gate Housing
201 S. Anaheim Blvd., 2nd Floor	21815 Pioneer Blvd.	1501 E. St. Andrew Pl., 1st fl	8650 California Ave.
Anaheim, CA 92805	Hawaiian Gardens, CA 90716	Santa Ana, CA 92705	South Gate, CA 90280
(714) 765-4320	(562) 420-2641 ext. 270	(714) 480-2700 (714) 480-2945	(323) 563-9534
Baldwin Park Housing	Hawthorne Housing	Pasadena Housing	Upland Housing
14403 E. Pacific Ave.	4455 W. 126th Place	649 N. Fair Oaks Ave. #202	1226 N. Campus Dr.
Baldwin Park, CA 91708	Hawthorne, CA 90250	Pasadena, CA 91103	Upland, CA 91786
(818) 960-4011 ext. 285	(310) 349-1600	(626) 744-8300	(909) 982-2649
Burbank Housing	Inglewood Housing	Pico Rivera Housing	Santa Monica Housing
275 E. Olive Ave.	1 Manchester Blvd.	6615 S. Passons Blvd.	2121 Cloverfield Blvd. #131
Burbank, CA 91502	Inglewood, CA 90301	Pico Rivera, CA 90660	Santa Monica, CA 90404
(818) 238-5160 (818) 238-5159 Fax	(310) 412-5221	(562) 801-4347 (562) 949-7506 Fax	(310) 458-8740
Culver City Housing	Long Beach Housing	Pomona Housing	Torrance Housing
9770 Culver Blvd.	1500 Hughes Way, Ste.A-150	505 S. Garey Ave.	3031 Torrance Blvd.
Culver City, CA 90232	Long Beach, CA 90810	Pomona, CA 91766	Torrance, CA 90503
(310) 253-5780	(562) 570-6404 (562) 499-1046 Fax	(909) 620-2368	(310) 618-5840 (310) 618-2429 Fax
Garden Grove Housing	Los Angeles City Housing	Redondo Beach Housing	San Bernardino Housing
11400 Standford Ave.	2600 Wilshire Blvd.	1922 Artesia Blvd.	715 East Brier Drive
Garden Grove, CA 92842	Los Angeles, CA 90057	Redondo Beach, CA 90278	San Bernardino, CA 92408
(714) 741-5150	(833) 422-5248	(310) 318-0635	(909) 892-0644
Glendale Housing	Los Angeles County (LACDA)	Riverside Housing	Fresno Housing
141 N. Glendale Ave. #202	700 W. Main Street	5555 Arlington Ave.	1331 Fulton Street
Glendale, CA 91206	Alhambra, CA 91801	Riverside, CA 92504-2506	Fresno, CA 93721
(818) 548-3936	(626) 586-1660 (626) 943-3856 Fax	(909) 351-0700 (909) 354-6324 Fax	(559) 443-8400 ext. 5626 (559) 457-4256 Fax
Norwalk Housing	(Carson, Gardena, Lynwood, Lawndale, Lomita, Hermosa Beach)	Santa Ana Housing	Lake County Housing
12035 Firestone Blvd.		20 Civic Center Place	33928 North U.S. Highway45
Norwalk, CA 90650		Santa Ana, CA 92702	Grayslake, IL 60030
(562) 929-5588		(714) 667-2200 (714) 547-5411 Fax	(847) 223-1170 (847) 440-5065 Fax
Ontario Housing (San Bern. Co)	San Diego Housing	San Diego Housing	Santa Barbara Co. Housing
424 N. Lemon	3989 Ruffin Road	Commission	815 W. Ocean Ave.
Ontario, CA 91764	San Diego, CA 92113	1625 Newton Ave.	Lompoc, CA 93436
(909) 983-1318 (909) 983-5002 Fax	(858) 467-9713 (858) 467-9713 Fax	San Diego, CA 92113	(805) 736-3423 (805) 735-7672 Fax
		(619) 231-8833	