

PORTABILITY REQUEST FORM

Part 1: To Be Completed by Section 8 Participant

Name: _____ S.S. #: _____

Phone #: _____ S8 Coordinator: _____

Have you given your landlord the Intent To Vacate - 30-day notice form? YES NO

Have you given a copy of the Intent To Vacate – 30-day notice
to your coordinator (after landlord has completed)? YES NO

Are you currently being evicted? YES NO

I request to transfer/port-out my Section 8 Voucher to the following location:

Housing Authority: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____ Fax Number: _____

Date I will be vacating my current unit: _____

Your portability paperwork will not be processed until we have received a copy of your Intent To Vacate – 30-Day Notice completed by you and your landlord.

**Please fax completed form to GRHC: 616-235-2660 or mail to:
Grand Rapids Housing Commission 1420 Fuller Avenue, Grand Rapids, MI 49507**

I understand that I will be responsible for any: Birth Certificates, Social Security Cards, Income Verification and Medical Verifications needed by the receiving Housing Authority.

Signature of Head of Household

Date

Part 2: To Be Completed By PHA

The S8 Participant has provided a Intent To Vacate - 30-day Notice or mutual rescission of the lease effective date: _____

PLEASE ALLOW 7-14 BUSINESS DAYS FOR PROCESSING