

City of Pittsburg Housing Authority

916 Cumberland Street, Pittsburg, CA 94565
Tel: (925) 252-4830 FAX (925) 427-2715 TTY: (925) 427-7950

TRANSFER / PORTABILITY PROCESS Inter – Jurisdiction, Outgoing and Incoming

The following steps explain the transfer/ portability process for the City of Pittsburg Housing Authority (COPHA). It is important to understand, the transfer process can take up to four to six weeks to complete. You will be advised of your status at each step of the way.

Step 1: Contact initial and receiving Housing Authority to begin the transfer process.

Step 2: Submit copy of vacate notice and “Request for Transfer/ Portability” form to COPHA. (“Request for Transfer/ Portability” form is found at COPHA.) **Transfer process will not begin until “Request For Transfer/Portability” form is received completed.**

- Vacate notice must be at least 30 calendar days (notice can be longer to allow more time to complete the transfer/ portability process);
- A mutual agreement is required if notice is less than 30 calendar days or if the initial lease has not expired or to extend the lease and contract of your current place of residence should your move process take longer than anticipated.

Step 3: (*Inter-Jurisdiction and Outgoing*) A review of the notice and file will be conducted by COPHA to determine if the transfer is allowable. During this review, an appointment will be scheduled to begin the transfer/ portability process with COPHA.

- An update of the file will be conducted for all participants whether the transfer is within the COPHA’s jurisdiction or outside.
- Process will be delayed if documentation requested is not provided and/ or appointments are missed.

Step 3: (*Incoming Portability*) Submit portability packet from initial Housing Authority to COPHA.

Step 4: (*Inter-Jurisdiction and Outgoing*) Transfer/ Portability voucher will be issued along with either a Request for Tenancy Approval or portability packet to hand deliver or mail to the receiving Housing Authority once the file update is completed.

Step 4: (*Incoming Portability*) Complete COPHA portability application packet.

- Current or additional documentation may be required.
- Process will be delayed if documentation requested is not provided and/or appointments are missed.

Step 5: (*Incoming Portability only*) ALL ADULTS must attend a briefing.

Step 6: Submit completed “Request for Tenancy Approval” to COPHA. Once submitted, the Inspection Department will review and conduct a rental survey, negotiate with owner (if necessary), and schedule the inspection date within 15 calendar days.

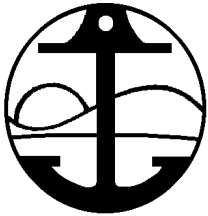
Please note: The transfer/ portability process can be stopped at any time due to the following reasons; 1) Outstanding debts owed to the City of Pittsburg Housing Authority and/or to another Housing Authority; 2) Participant family is in violation of policies and regulations with the City of Pittsburg Housing Authority.

Thank you.

COPHA Staff

Participant Signature

Date



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REQUEST FOR TRANSFER OR PORTABILITY

Tenant Name: _____ SSN: _____

Current mailing address: _____

Home Phone number: _____ Cell Phone number: _____

I found a new place to live: _____
Address City State

I am porting into COPHA jurisdiction from:

Name of Housing Authority: _____

Address of Housing Authority: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Contact Person: _____

I am porting out of COPHA jurisdiction; please transfer my portability packet to:

Name of Housing Authority: _____

Address of Housing Authority: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Contact Person: _____

Incoming/Outgoing Portability: If you are interested in transferring your Section 8 Housing Choice Voucher to/ from the City of Pittsburg Housing Authority, the following must be completed in full by the initial/ receiving Housing Authority.

Office Use Only:

Has a notice to vacate been given to landlord? Yes No

Date notice given: _____ ATD: _____

Does participant owe unpaid utilities or rent? Yes No

Outgoing: Is receiving agency: Billing Absorbing

Incoming: Is initial agency: Billing Absorbing

Is participant in violation or under investigation? Yes No If yes, explain:

Is participant eligible to receive transfer voucher? Yes No If no, explain:

Housing Representative Title Date Telephone

Office Datestamp: