

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA



Thinking of...



PORTING OUT? ⇌ ⇨ ⇩ ⇪ ⇋ ⇍

Read this first!

- If you *already* have a notice from your landlord, send a copy to the Housing Authority.
- If you *want* to move *after* the first year of your lease and do not have a notice, give your landlord a WRITTEN 30-day notice. Send a copy to the Housing Authority.
- If you are still within the initial term of your lease agreement you will need to have the landlord sign a mutual agreement to release you from the lease agreement.

- ✓ A written request for Portability must be submitted to the Housing Authority. This form can be obtained at the Housing Authority Receptionist Desk.
- ✓ The receiving Housing Authority information must be neatly printed on the Request for Portability Form. Including, the agency's name, address, phone number and contact person.
- ✓ **THE HOUSING AUTHORITY HAS 5 BUSINESS DAYS TO PROCESS YOUR REQUEST.**
- ✓ The Housing Choice Voucher that is attached to your packet will be issued the date the packet is mailed to the receiving agency. You only have 60 days from this date to locate suitable housing. **Extensions will not be granted.** Ensure that you have enough time to port to the receiving agency before your Housing Choice Voucher expires.
- ✓ **WHAT TO DO IF I DECIDE TO PORT BACK?**
If you choose to port back to Contra Costa County you will need to request your portability packet to be returned to the Housing Authority of the County of Contra Costa. You must submit a written request that you wish to remain in this jurisdiction.

Once the Housing Authority has received the notice, a transfer appointment letter will be **mailed** to you. You will then follow the Transfer Procedures. For further information contact the Occupancy Team at (925) 957-7004.