



## Metropolitan Development and Housing Agency

### Rental Assistance Department

620 Dew Street • Nashville, Tennessee 37206

Mailing Address: P O Box 846 Nashville, Tennessee 37202

Telephone (615) 252-6500 • TDD (615) 252-8599

[www.nashville-mdha.org](http://www.nashville-mdha.org)

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## **Relocation and Porting Information**

Section 8 rental assistance can be used to move to another rental unit. There are two types of moves using a Section 8 Voucher:

**Relocation:** moving within the MDHA jurisdiction is called “relocation.”

**Porting:** moving outside the MDHA jurisdiction to another housing agency’s area is called “portable,” or “port” or “porting.”

Before you can move with your voucher, either relocating or porting, you must meet certain conditions:

- You must follow the correct procedures to relocate or port. If you have already moved out of your unit without notifying the MDHA Rental Assistance Department or have not received in advance Rental Assistance Department approval to move, your voucher may be canceled.
- You must be at the end of your lease term. Check your lease to see if there is a specific lease term or if it has converted to a month-to-month lease.
- You must not have any violations of your lease or Section 8 program rules.
- You must not owe any money to the MDHA housing programs or your current landlord. If you are making payments under an agreement, you must be current in your payments or you cannot move.

### **Steps for Relocation:**

1. You must have lived in your current unit for at least 12 months.
2. Complete and submit a [Relocation Request Form](#). The form can be obtained from our lobby or our website.
3. Before you move, your current voucher size may be re-assessed and a different voucher size issued, if necessary.
4. Once you receive permission to relocate, you must give proper notice of your intent to vacate to your current landlord and provide a copy to the MDHA Rental Assistance Department. Your lease may require a 30-day or 60-day notice to vacate. Not giving notice is a violation of your lease and the Section 8 program.
5. Find a new rental unit and give the landlord the Request for Tenancy Approval (RTA) to complete. The RTA must be approved, the unit must pass inspection and utilities must be turned on in your name before you move in.
6. You must notify the MDHA Rental Assistance Department of the date you actually vacate your current unit. Housing assistance will not be paid on two units at the same time.

### **Steps for Porting:**

1. If you have a new Voucher, you must have resided within the jurisdiction of MDHA at the time you applied to the Section 8 program.

2. If you did not reside within the jurisdiction of MDHA at the time you applied, you must be on the Section 8 program using your voucher for at least 12 months before porting.
3. Complete and submit a [Portability Request Form](#). The form can be obtained from our lobby or our website. When completing the form, identifying the housing agency for the area to which you wish to move, including the agency's contact phone number for porting vouchers, may help speed the processing of your request. Submit the form to the MDHA Rental Assistance Department for approval and wait for approval before moving.
4. The MDHA Rental Assistance Department will determine if you are eligible to port and, if so, will contact the housing authority in the area you have named and forward the required documentation to that housing authority.
5. You will then follow relocation procedures beginning with **Step 4** under "**Steps for Relocation**" above.
6. You will be contacted by the housing agency in the area you wish to move to in order to complete any "porting in" requirements that agency might have. Please be aware that each housing agency has its own policies and your voucher size may be adjusted to the local requirements.
7. If you decide not to port after all, you must notify the MDHA Rental Assistance Department immediately or you could find your Voucher has been canceled.