



## Metropolitan Development and Housing Agency

### Rental Assistance Department

302 Foster Street • Nashville, Tennessee 37207

Mailing Address: P O Box 846 Nashville, Tennessee 37202

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

www.nashville-mdha.org

### **PORTABILITY REQUEST**

In the Section 8 Housing Choice Voucher Program, “portability” is when a family moves its assistance from one housing authority’s jurisdiction to another housing authority’s jurisdiction. To be eligible to request portability, a family must meet at least one of the following criteria:

1. The family must have had legal residence in the jurisdiction of MDHA at the time the family placed its name on the Section 8 waiting list; **OR**
2. The household has been receiving housing assistance from MDHA for at least one year.

**If you believe you are eligible to port and you would like to transfer your housing assistance a different housing authority’s jurisdiction, please fill out the information below and return to the above address.**

**NAME OF HEAD OF HOUSEHOLD:** \_\_\_\_\_

Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Home:( ) \_\_\_\_\_ Wk:( ) \_\_\_\_\_ Cell:( ) \_\_\_\_\_

#### **WHERE DO YOU WANT TO MOVE TO?**

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

#### **Name of Public Housing Authority (PHA) and contact information (if known):**

PHA Name: \_\_\_\_\_ Contact: \_\_\_\_\_

PHA Address: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

PHA Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### **NEXT STEPS in the portability process:**

1. MDHA will contact the housing authority for the area you would like to move into and inform them that you wish to “port in” to their jurisdiction, and confirm that they are receiving portable vouchers.
2. Next, your request to port out must be approved by both MDHA and the housing authority in the location you wish to move. MDHA will inform you whether or not your request has been granted. MDHA will notify you of the determination **Completing this form does not serve as notice to your landlord. After receiving MDHA approval, you must give your landlord a separate written notice in accordance with your lease agreement and send MDHA a copy.**
3. If your request is approved by both housing authorities, MDHA will process your portability documentation and your documents will be sent to the housing authority where you will move.
4. Failure to comply with all requirements of the portability process as outlined in the [Relocation and Porting Information](#) notice can result in your voucher being canceled at any time.

**SIGNATURE OF HEAD OF HOUSEHOLD** \_\_\_\_\_

**DATE** \_\_\_\_\_