



We know the way home.

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Moving Outside of Central Oregon (Portability)

Dear Tenant,

Thank you for letting Housing Works know that you will be moving. Here are the steps that you will take to move your housing assistance along with you to your new Housing Authority:

- 1) First, you will need to tell us in writing of your intent to move out of Housing Works' jurisdiction (known as "porting out"). **Make sure to include what county (or counties) you would be interested in moving to.** Housing Works will then contact the Housing Authorities (HA) for those counties, and find out if they are "absorbing" port-out clients or "billing" port-out clients. If the HA is absorbing, or is billing at a price that Housing Works can afford, then you will be approved to port out to that county. If the HA is billing at a price that is above what Housing Works can afford to pay, then you will not be able to move to that particular county.
- 2) Oregon law requires that you give a minimum 30-day notice to your landlord. Please send Housing Works a copy of your notice (it can be in any format, just as long as it has the date, your name, and your intention to move written on it). The vacate notice must be turned in before your paperwork can be transferred.
- 3) When Housing Works receives your notice to vacate, the following will happen:
 - a) A voucher will be sent to you in the mail that you will sign, date, and return. This new voucher gives you 120 days to find a new place and keep your housing assistance. The term of the voucher will start on the date the vacate notice was issued for.
- 4) Finally, when Housing Works receives your signed voucher, a "port packet" will be sent to your new Housing Authority. At this point, you will be given all of the contact information for that Housing Authority and will be dealing with them from that point on. **IMPORTANT: Payment from the new Housing Authority will NOT begin to your new landlord until after the unit passes the move-in inspection conducted by your new HA. This means that if you move in to your new unit before the move-in inspection passes, you will be responsible for the full rent to your landlord during that time period.** As a result, we strongly encourage you **NOT** to move in to your new unit until it passes its move-in inspection!

Good luck with your move, and please contact your housing specialist if you have any questions.

Sincerely,

The Housing Choice Voucher Team