



PORTABILITY: Transferring Outside of Central Oregon

Thank you for letting Housing Works know that you are interested in 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 at least a 30-day move out notice to your landlord. Please send Housing Works a copy of your move out 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 move out notice must be turned in before your paperwork can be transferred. **Please note that you should not give Housing Works a separate notice. We would need a copy of the same move out notice you have given to your landlord.**
- 3) When Housing Works receives a copy of your move out notice, 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 beginning the date that your notice was sent to meet with a Housing Specialist at the new Housing Authority and find a new place in order to maintain your housing assistance.
- 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 at 541-923-1018 or frontdesk@housing-works.org if you have any questions.

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