HOUSING AUTHORITY OF GLOUCESTER COUNTY (HAGC)

Portability Instructions – Port In

1. HAGC will administer vouchers effective 05/22/2025 until further notice.

2. Listings for possible vacancies are online at: New Jersey Housing Resource Center (https://www.nj.gov/njhrc/find-housing/).

3. Address, telephone, and fax:

   Housing Authority of Gloucester County
   100 Pop Moylan Blvd.
   Deptford, NJ 08096
   856-853-1190; Fax 856-251-6671

4. Contact person and email address:

   Letitia Everly, Intake Department Supervisor; **ports@gloucestercountyhousingnj.gov**

5. Your housing agency must send the following, required portability forms to HAGC:

   HUD52665
   HUD50058 with the supporting documents
   Copy of your voucher

6. Upon receipt of the above portability forms, HAGC will contact you to schedule a date and time to complete your Intake telephone appointment.

7. HAGC requires that you provide birth certificates, social security cards, proof of income, and banking information for all family members prior to your Intake appointment. Other documents will be requested as needed as determined by HAGC.

8. Once your Intake appointment has been completed, you will receive a Request for Tenancy Approval form (RFTA) to provide to your prospective landlord to complete.

9. When the RFTA is completed by you and the landlord, please return the completed RFTA to HAGC as soon as possible.

10. A unit inspection will be scheduled as soon as an inspector is available, and when completed the inspector will prepare a unit inspection report.

11. Once HAGC receives all required documents, the completed RFTA, and unit inspection report, HAGC will contact you to sign a lease.