**HOUSING AUTHORITY OF GLOUCESTER COUNTY (HAGC)**

**Portability Instructions – Port Out**

1. You must provide written notification to HAGC of your desire to relocate outside of HAGC's jurisdiction. This notification must contain the following information (your HAGC caseworker may assist you in obtaining this information):

    a. Your name, telephone number, and email address.
    b. The location where you want to live;
    c. The name of the receiving Public Housing Authority (PHA);
    d. The name of the portability contact person for the receiving PHA;
    e. The receiving PHA's address; and
    f. The receiving PHA's telephone number, fax number and email.

2. You may search for possible vacancies in the location where you want to live online at New Jersey Housing Resource Center (https://www.nj.gov/njhrc).

3. When HAGC receives confirmation of the billing arrangement for the receiving PHA, your written request for portability will be approved or denied. You must have a 'legal domicile' in HAGC's jurisdiction for the first year of housing assistance.

4. If approved, you are required to sign the Housing Choice Voucher (Voucher) and will have 120 days thereafter for your housing search. If you do not locate housing within 120 days, you must request an extension on your Voucher from the receiving PHA in accordance with 24 CFR 982.355(c)(13) and (14). If the receiving PHA does not approve your request for an extension, your Voucher will expire, so it is important to locate housing as soon as possible.

5. Prior to moving out of your unit, you must submit a letter to your current landlord that you are moving out of the unit or terminating the lease in accordance with 24 CFR 982.551(f). A copy of this letter must be provided to your HAGC caseworker.

6. When your Voucher is signed, HAGC will provide all of the necessary portability forms (HUD-52665, HUD-50058 and copy of your Voucher) to the receiving PHA.

7. Once your portability forms have been provided to the receiving PHA, you will need to stay in contact with the portability contact person for the receiving PHA.

8. When the receiving PHA assists you with your move to the receiving PHA's jurisdiction, administration of your Voucher must be in accordance with the receiving PHA's policies and procedures.