

Housing Authority of the City of Natchitoches

P.O. Box 754 536 Culbertson Lane Natchitoches, LA 71458
Phone: (318) 352-9774 FAX: (318) 357-8064 Email: natchitocheshousing@outlook.com

Request for Portability

In order to use the portability option to move to another jurisdiction, you must use this form so that a Portable Voucher packet can be prepared and transferred to the Housing Authority that serves the area where you want to go. Please complete the following steps;

1. You must fully complete this portability request form.
2. The owner or authorized agent must sign this form to acknowledge that you have provided proper notice to move.
3. When you turn in this completed form, you will need to sign a Portable Voucher with current Housing Manager.
4. Once you have signed the voucher, the portability paperwork will be sent and you will need to contact the receiving Housing Authority to find out what they require for their intake process. Make sure to provide the receiving housing authority the Birth Certificates and Social Security cards of all household members, and valid photo IDs for all household members age 18 and older. The receiving housing authority may require additional documents.

Owner/Agent certification: This tenant has provided proper notice of Intent to Move and is in good standing at the time of form completion.

Print Owner or Company name

Owner's or Authorized Agent's Signature

Date

Tenant's Contact Information: This provides the receiving housing authority a way to contact you throughout the process.

Name *(Please Print)*: _____

Contact address: _____

Phone number(s): _____

Email: _____

The last day of residency in my currently assisted unit will be: _____

Be sure to provide any changes in your contact information to the receiving Housing Authority as soon as possible.

I want to exercise my Portability option and transfer my Housing Choice Voucher to;

Agency Name: _____

Address: _____

City, State, Zip: _____

Contact Person: _____

Phone Number: _____ FAX _____

Email: _____

Tenant Signature

Date

Requests for cancellation of Portability Process must be submitted in writing.

Received by HACN

