

# The *Ins* and *Outs* of Portability

*Housing Authority of Maricopa County (HAMC) will bill the initial PHA for the Participant's Housing Assistance Payment (HAP) and fees associated with administering the voucher.*

## **Starting the Process**

You must first give adequate notice to vacate to your current Landlord and be issued a voucher from your current Housing Authority. Once you receive approval to move to HAMC under portability, HAMC must be contacted by your initial Housing Authority (initial PHA) and the following documentation must be sent to HAMC:

- Form HUD-52665
- Copy of the Voucher and Notice to Vacate
- Copy of the most recent Form HUD-50058
- Copies of income verification forms
- Copies of family composition documents
- Voucher Holder contact information

## **HAMC Rules and Regulations**

Families who wish to port to HAMC jurisdiction will be required to attend a portability briefing. The briefing will cover Administrative Policies of HAMC, provide you with the necessary paperwork to locate a unit and secure an inspection. HAMC holds briefings bi-weekly and will contact you once we receive all of your paperwork from your initial PHA. Allow 10 days for HAMC to review the paperwork once it is received from your initial PHA.

Below are a few policies and procedures that will need to be followed:

- Voucher must have at least 30 days remaining before expiration
- Voucher Holder must get any extension approvals from the initial PHA
- Voucher Holder must attend an HCV Program Briefing
- Participants eligible for Utility Re-imbusement Payments (URPs) will have fund sent directly to the utility company which provides the electric services.

**Once the you sign a lease and a HAP Contract is executed, HAMC will notify your initial PHA.**

**Submit documents via  
email to:**

HAMC HCV Portability Program  
[ports@maricopahousing.org](mailto:ports@maricopahousing.org)