1770 N. Broadway • Santa Ana, CA 92706 (714) 480-2700 • (714) 480-2926 TDD http://www.ochousing.org

### **PORTABILITY PORT-IN INSTRUCTIONS**

(To transfer into Orange County Housing Authority's jurisdiction)

If you have been issued a Voucher by another Housing Authority outside of the County of Orange and want to transfer into the jurisdiction of the Orange County Housing Authority, you MUST contact your Housing Authority and request **Portability Assistance.** Your INITIAL Housing Authority <u>must mail or fax</u> to this agency, a Portability Transfer Packet containing the following family documentation:

#### PORTABILITY TRANSFER PACKET

**Required from initial Public Housing Authority:** 

- 1. HUD Billing Form #52665
- 2. Copy of current family Voucher (Issued/Expiration Dates)
- 3. HUD Form #50058
- 4. Current income verification

Required from family at port in initial appointment:

- 1. Copies of Birth Certificates, Social Security Cards, and Driver License/picture ID for anyone 18 and over.
- 2. Proof of citizenship or legal immigration status
- 3. Verification of income and assets

Your Initial Housing Authority may mail or fax the Portability Transfer Packet to:

ORANGE COUNTY HOUSING AUTHORITY 1770 North Broadway Santa Ana, CA. 92706

Attn: Sarah Wong for last names A-K

Sarah.wong@occr.ocgov.com

Phone: (714) 480-2903 Fax: (714) 550-5729

Attn: Jalene Vu for last names L-Z

Jalene.vu@occr.ocgov.com

Phone: (714) 480-2864 Fax: (714) 550-5735

Please note that the Portability Transfer Packet contains confidential information and because of HUD's Privacy Law, hand carried Portability Transfer Packets will NOT be accepted.

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Fax Numbers:

Occupancy
(714) 480-2701
(714) 480-2937
(714) 480-2919

Leasing/Inspections
(714) 480-2822

Special Housing Programs
(714) 480-2812

Once the Portability Transfer Packet is received, the Orange County Housing Authority will proceed with the "REQUIRED" eligibility process:

- 1. An initial/briefing Interview to verify: income, assets, family composition, and immigration status in the USA.
- 2. Conduct a criminal background check on all family members (18 years and over) for any: drug related and/or violent activity within the past 5 years (criminal background check needs to be cleared in order to proceed with the portability process).
- 3. The receiving housing authority (OCHA) abides by the issue and expiration dates of your voucher that issued by your initial housing authority. **USE YOUR TIME WISELY.**

Keep in mind that it is the family's responsibility to get in contact with Orange County Housing Authority regarding the portability status.

#### Some points to remember when planning your portability transfer:

- 1. Applicant/Tenant must have at least 30 days left on the Voucher.
- 2. The transfer process can take up to **60 days** to complete **before** you will receive rental assistance. Being prepared and providing requested documentation will help the portability process move along.
- 3. The Orange County Housing Authority is **not** responsible for any rent until the unit has **passed** inspection. The effective Housing Assistance Payment contract may begin the day **after** the unit has passed inspection, or the scheduled move-in day after the passing of inspection.
- 4. Your Initial Housing Authority verifies your family composition as of the date of your transfer. Only under special circumstances, will we add an additional household member to your family composition at the time of your port in initial interview.
- 5. As the Receiving Housing Authority, we will determine the bedroom size you will be eligible for, based upon the number of family members in the household.

1 bedroom for head-of-household & spouse

**thereafter:** 1 bedroom for two family members (regardless of sex or age)

6. The rental market in Orange County is very high and vacancies are rented quickly. Review our Voucher Payment Standard information for rental amounts by eligible bedroom size and be prepared to pay an average of one-month rent as a security deposit. Utility companies as well, will require a deposit if you have not had service with them in the past. Most utility companies offer a CARE program for low-income families, which offers lower energy rates if you are eligible.

Plan your move wisely and good luck. If you have additional questions, please contact a Portability Coordinator.

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#### **Orange County Housing Authority bedroom size policy:**

The unit size on the voucher remains the same as long as the family composition remains the same, regardless of the actual unit size rented.

The subsidy standards for Rental Assistance issuance are set up to determine the Voucher size to be issued. The Orange County Housing Authority does not limit who shares a bedroom/sleeping room. Guidelines for maximum Rental Assistance issuance are:

Head of household and spouse (if applicable) will be eligible for a separate bedroom.

All other family members will use the standard of two persons per bedroom.

Foster children will be included in determining unit size.

Single persons will be issued a one bedroom Voucher. These general guidelines are used in determining Voucher bedroom classification.

VOUCHER	MINIMUM#	MAXINUM #
SIZE	PERSONS IN	PERSONS IN
	HOUSEHOLD	HOUSEHOLD
O BR	1	1
1 BR	1	2
2 BR	2	4
3 BR	4	6
4 BR	6	8
5 BR	8	10
6 BR	10	12

The Orange County Housing Authority may grant exceptions from the standards if the Orange County Housing Authority determines the exceptions are justified by the health or handicap of family members, and/or other individual circumstances necessary for reasonable accommodation.

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### **Orange County Housing Authority Jurisdiction**

Aliso Viejo

Anaheim (unincorporated: check Thomas Guide should read "OrCo")

Balboa Island

Brea

Buena Park

Capistrano Beach

Corona Del Mar

Costa Mesa

Cypress

Dana Point

Foothill Ranch

Fountain Valley

Fullerton

**Huntington Beach** 

Irvine

La Habra

La Palma

Laguna Beach

Laguna Hills

Laguna Niguel

Laguna Woods

Lake Forest

Los Alamitos

Midway City

Mission Viejo

Newport Beach

Orange

Placentia

Rancho Santa Margarita

San Clemente

San Juan Capistrano

Santa Ana (Unincorporated: check Thomas Guide should read "OrCo")

Seal Beach

Stanton

Trabuco Canyon

**Tustin** 

Villa Park

Westminster

Yorba Linda

NOTE: the cities of Anaheim, Garden Grove, and Santa Ana are outside of Orange County Housing Authority's jurisdiction:

Anaheim Housing Authority: 714-765-4320 Garden Grove Housing Authority: 714-741-5150 Santa Ana Housing Authority: 714-667-2200

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