



HOUSING & NEIGHBORHOOD SERVICES DEPARTMENT

Housing Choice Voucher (HCV) Program | Portability Request

The Oceanside Housing Authority (OHA) administers the Housing Choice Voucher Program only for the City of Oceanside. However, federal regulations allow rental assistance participants from the City of Oceanside to move anywhere within the United States. This ability to move anywhere in the country is called “portability”.

In order to transfer your voucher, you **must complete and return this portability form to your Housing Specialist** to have your paperwork, called a “portability packet” sent to another Housing Authority.

You must **provide ALL of information requested** before we can transfer your housing voucher. **INCOMPLETE forms will NOT be processed.** Upon receipt of your form, your Housing Specialist will send your portability packet to the new Housing Agency. The new Housing Agency will be responsible for processing your case.



The **port out process** can take **45 to 60 days** after we receive your packet, so **the sooner you give us your information, the sooner we can finish our paperwork.**

YOU WILL NOT BE GIVEN AN EXTENSION ON YOUR VOUCHER WHILE WE PROCESS YOUR PORT.

Requests to cancel this process **MUST** be submitted in writing.

Participant Information

Name (First, Last): _____

Email Address: _____

Phone Number: _____

Mailing Address: _____

City/State/Zip Code: _____

I wish to utilize the portability feature of my Rental Assistance Voucher and want to move to:

City and State: _____

My intended move out date is: _____ I have given the required proper notice to my landlord: Yes No

Please process my request and send a copy of my file to:

New Agency Information

Agency Name: _____

Street Address: _____

City/State/Zip Code: _____

Contact Person: _____

Phone Number: _____ Email Address: _____

I understand that this request can take 45-60 days to process and I will get no additional time on my Voucher.

Signature of Participant: _____ Date: _____

Please return to: City of Oceanside Housing Authority
ATTN: Portability Request
300 N. Coast Highway Oceanside, CA 92054

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