



MS-9870
200 S Center Street – Building 1
P.O. Box 1466
Mesa, AZ 85211-1466
Office (480) 644-3536
Fax (480) 644-2923
Lobby Hours: Monday-Thursday 7:00 a.m.-5:30 p.m., closed Friday

PORTABILITY PROCESS

Portability Move-In

- 1. Have paperwork faxed over to us (480) 644-2923 Attn: Portability Specialist and get confirmation from initial housing agency that it got faxed or mailed.
2. Contact the portability specialist (CMHA) to confirm if your paperwork has been received. Once confirmed then go ahead and schedule an appointment. (Bring your personal documentation to appointment)
3. Contact with receiving housing agency has to be done within 10 days after you request your paperwork to be faxed from your initial housing authority to the City of Mesa Housing Authority.
4. DO NOT SEARCH FOR A UNIT UNTIL YOU GET PAPERWORK FROM OUR AGENCY!

(Note: Without paperwork from the initial housing agency we cannot see you. All household income needs to be verified before eligible rent amounts are given to you. Be prepared to be without assistance for about 2-month average until process is complete)

Portability Move-Out

- 1. Turn in Portability Request about 60 days prior of planned move out date.
2. A day will be set up for Section 8 Voucher pick up if approved to Port Out and you will be notified either via mail or phone no later than 30 days prior.
3. If a Notice to Vacate has not been given to the landlord prior to the appointment, then you will be required to fill one out at the scheduled appointment so a copy will then be sent to the landlord.
4. Keep in mind that once you decide to move out, we will stop payment to your landlord on the last day of your notice to vacate.
5. All paperwork will be faxed to the receiving housing agency of your choice on the day of your appointment or the following working day.
6. You then have 10 days to contact the receiving housing agency to schedule an appointment. Contact RHA and make sure they received your paperwork before moving to your destination.

(Note: Make sure to take all of your personal documents to your appointment to avoid any delays. We are not responsible for Receiving Housing Authorities delays or way of processing. Please plan ahead for unknown delays.)

Name: _____ Date: _____

For accommodations, such as braille, large print, or translation, please contact City of Mesa Housing and Community Development at (480) 644-3536, or AzRelay 7-1-1 for those who are deaf or hard of hearing. Si necesita información en español por favor de llamar al 480-644-3536.

