

# Orange County Housing Authority

1501 E St Andrew Pl • Santa Ana, CA 92705  
(714) 480-2700 • (714) 480-2926 TDD  
<http://www.ochousing.org>

Fax Numbers:

Occupancy

(714) 480-2701

(714) 480-2937

(714) 480-2919

Leasing/Inspections

(714) 480-2822

Special Housing Programs

(714) 480-2812

## 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 **must mail or email** 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 (See Income/Asset Checklist)

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

**ORANGE COUNTY HOUSING AUTHORITY**  
1501 E St Andrew Pl  
Santa Ana, CA. 92705  
[OCHAportability@occr.ocgov.com](mailto:OCHAportability@occr.ocgov.com)

You may contact the following caseworkers for further question:

Attn: Apple Nguyen for last names A-K  
[Apple.nguyen@occr.ocgov.com](mailto:Apple.nguyen@occr.ocgov.com)  
Phone: (714) 480-2989

Attn: Rosalinda Bautista for last names L-Z  
[Rosalinda.bautista@occr.ocgov.com](mailto:Rosalinda.bautista@occr.ocgov.com)  
Phone: (714) 480-2741

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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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. Per final Portability ruling, OCHA will add an additional 30 calendar days to expiration date of the initial PHA’s voucher. Further extension will be at the discretion of the initial PHA.
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.

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

| <b>VOUCHER SIZE</b> | <b>MINIMUM # PERSONS IN HOUSEHOLD</b> | <b>MAXIMUM # PERSONS IN HOUSEHOLD</b> |
|---------------------|---------------------------------------|---------------------------------------|
| <b>0 BR</b>         | <b>1</b>                              | <b>1</b>                              |
| <b>1 BR</b>         | <b>1</b>                              | <b>2</b>                              |
| <b>2 BR</b>         | <b>2</b>                              | <b>4</b>                              |
| <b>3 BR</b>         | <b>4</b>                              | <b>6</b>                              |
| <b>4 BR</b>         | <b>6</b>                              | <b>8</b>                              |
| <b>5 BR</b>         | <b>8</b>                              | <b>10</b>                             |
| <b>6 BR</b>         | <b>10</b>                             | <b>12</b>                             |

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.



## 2022 Payment Standards

The following Payment Standards will be used by OCHA for administration of the Housing Choice Voucher Program effective October 1, 2021. These amounts are based on the Fair Market Rents (FMRs) published by HUD on the HUD User Website at: [https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022\\_code/2022summary.odn](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022_code/2022summary.odn)

| TRADITIONAL RENTAL HOUSING UNITS   |         |         |         |         |         |
|--|---------|---------|---------|---------|---------|
| Number of Bedrooms (BR):   | 0BR     | 1BR     | 2BR     | 3BR     | 4BR*    |
| <b>Basic Payment Standards:</b>  | \$1,555 | \$1,725 | \$2,120 | \$2,925 | \$3,500 |
| <b>Central Payment Standards:</b><br>(For selected cities - see below)   | \$1,555 | \$1,850 | \$2,120 | \$2,925 | \$3,500 |
| <b>Restricted Payment Standards:</b><br>(For selected cities - see below)  | \$1,555 | \$2,050 | \$2,500 | \$3,300 | \$3,500 |
| <i>*Payment Standards for unit sizes larger than 4 bedrooms are calculated by adding 15 percent to the 4 bedroom Payment Standard for each additional bedroom.</i> |         |         |         |         |         |
| SPECIAL HOUSING UNITS  |         |         |         |         |         |
| <b>Single-Room Occupancy (SRO) and Shared Housing</b>  |         |         |         |         |         |
| <b>Payment Standard:</b>   | \$1,167 |         |         |         |         |
| <i>* SRO and shared housing units are 0.75 times the 0 bedroom Payment Standard</i>  |         |         |         |         |         |

**Central Payment Standards:** The following "central coast" cities within the county qualify for Central Payment Standards: Costa Mesa, Fountain Valley and Huntington Beach.

**Restricted Payment Standards:** The following "high rent areas" of the county qualify for Restricted Payments Standards: Aliso Viejo, Dana Point, Irvine, Laguna Beach, Laguna Hills, Laguna Niguel, Lake Forest, Mission Viejo, Newport Beach, Rancho Santa Margarita, San Juan Capistrano (including Capistrano Beach), San Clemente, Tustin, and unincorporated areas south of the 55 Freeway.

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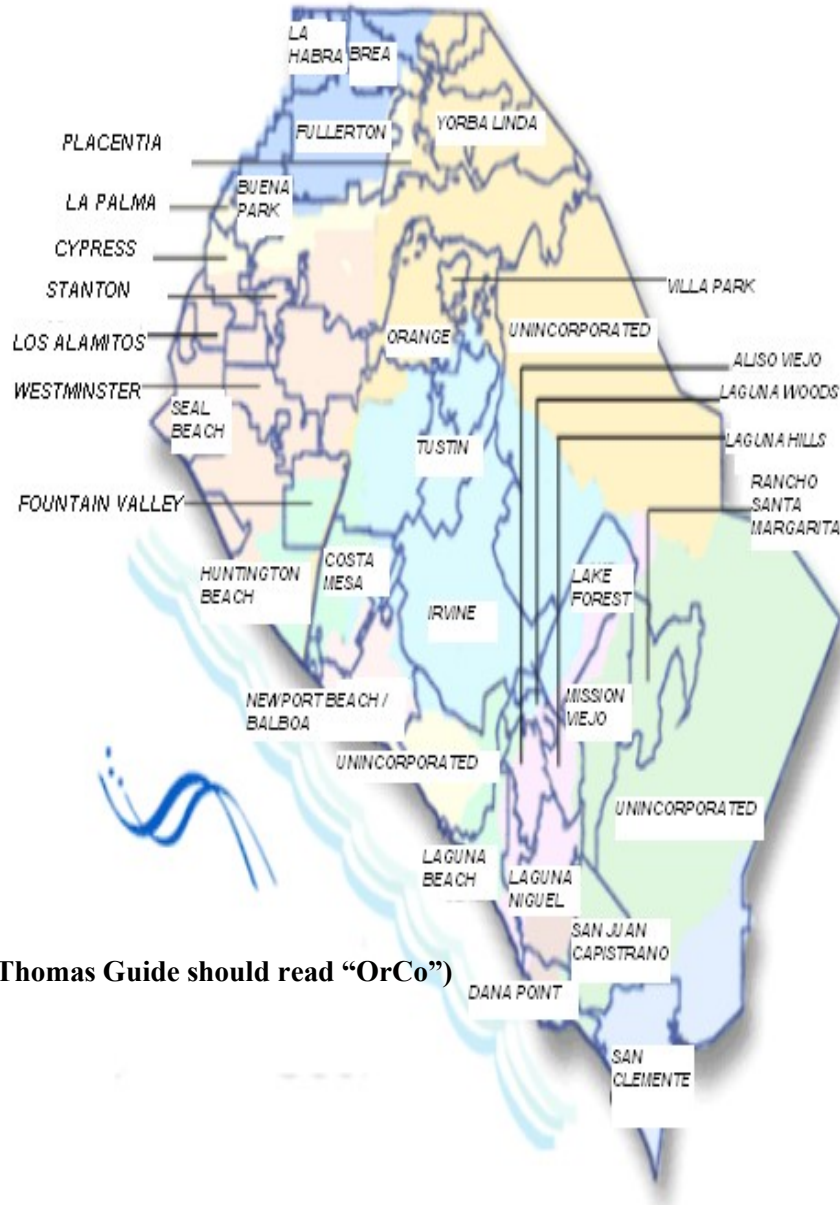
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## Orange County Housing Authority Jurisdiction

- 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:**

|  |                     |
|--|---------------------|
| <b>Anaheim Housing Authority:</b>      | <b>714-765-4320</b> |
| <b>Garden Grove Housing Authority:</b> | <b>714-741-5150</b> |
| <b>Santa Ana Housing Authority:</b>    | <b>714-667-2200</b> |

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## Income/Asset Checklist

### SUPPLY THE FOLLOWING SUPPORTING DOCUMENTS IF APPLICABLE TO YOU OR ANY FAMILY MEMBER(S) CIRCUMSTANCES:

- Bank Statements - Copies of the 3 most recent bank statements (for all accounts) - be sure to include all pages of each statement
- Pension or Annuity - Copy of most recent statement
- Veterans Benefit - Copy of most recent award statement
- Life Insurance, Stocks, or Bonds – Copy of most recent statement showing cash value
- AFDC/TANF/GA – Copy of most recent benefit letter
- Medical or Disability Expenses – If expenses exceed 3% of your annual gross income, please provide verification for allowance (pharmacy printouts, receipts, premium statements, etc.)
- Employment - Last 4 pay stubs for every employed family member
- Unemployment Ins. – Copy of most recent letter showing monthly benefits
- Worker's Compensation – Copy of most recent benefit statement
- Child Support or Alimony – Copy of most recent notice from D.A. office, court order, or letter from payer with two most recent check copies
- Students - Current college transcript, class schedule, and financial aid award statements
- Income Tax Returns – Copy of most recent returns (all pages) and W-2 forms
- Financial Assistance – Verification of any financial assistance (regular gifts or payments, including anyone paying bills, etc.) received by any family member from someone outside the household.
- If any member of the family has given away or disposed of assets valued at or more than \$1,000 for less than fair market value during the past two years: All documents of sale, transfer, bankruptcy, or foreclosures including documents showing any net monetary gain from the transaction