

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-OUT INSTRUCTIONS **(To transfer out of Orange County Housing Authority's jurisdiction)**

If you would like to request to be transferred out of Orange County Housing Authority's (OCHA) jurisdiction, you must have the Portability Port-out Request and the Move-out Notice Forms complete. You must also be in good standing with OCHA. Upon receiving these two forms, a Portability packet will be sent to the receiving Public Housing Authority (PHA). This process can take up to three weeks and you will need to stay in contact with the receiving PHA. An acknowledgement letter will be mailed to your current address, as confirmation that the Portability packet has been mailed to the receiving PHA.

Allow time for:

- Appointment with the receiving Public Housing Authority
- Rent approval and inspection of unit by the receiving Public Housing Authority

Plan for Extra Expenses:

- Living expenses during the transition of your move
- Security Deposit/Moving Cost

You must comply with the receiving Public Housing Authority's policies and procedures:

- Payment Standard will be likely different at the new location
- Your Housing Choice Voucher size may be different. This is determined by the receiving Public Housing Authority's occupancy standard.

Use your time wisely. Your Housing Choice Voucher's issue and expiration date will remain the same. No extension will be granted.

For further questions regarding the portability process, contact **Portability Coordinators:**

| | |
|------------------------------------|-----------------------------------|
| Alyssa Mandagie for Last Names A-K | (714) 480-2864 Fax (714) 667-6515 |
| Cami Visatovci for Last Names P-Z | (714) 480-2752 Fax (714) 550-5723 |

As a courtesy to you, the following is a partial list of Housing Authorities nearby the County of Orange or you may also visit HUD website at www.HUD.gov for listing of all Housing Authorities in the U.S.

| PHA | Numbers |
|--|----------------|
| City of Oceanside Housing Authority | (760) 435-3360 |
| City of Torrance Housing Authority | (310) 618-5840 |
| Hawaiian Gardens Housing Authority | (562) 420-2641 |
| Los Angeles City Housing Authority | (213) 252-2500 |
| Los Angeles County Housing Authority | (626) 242-4510 |
| Long Beach Housing Authority | (562) 570-6985 |
| Norwalk Housing Authority | (562) 929-5588 |
| Riverside County Housing Authority | (951) 351-0700 |
| San Bernardino County Housing Authority | (909) 890-0644 |
| Housing Authority of the County of San Diego | (858) 694-4801 |
| San Diego Housing Commission (City of San Diego) | (619) 231-9400 |
| Santa Ana Housing Authority | (714) 667-2206 |
| Santa Barbara Housing Authority | (805) 965-1071 |
| Santa Monica Housing Authority | (310) 458-8743 |

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-OUT REQUEST FORM

The purpose of this form is to request to transfer to another Housing Authority.

Attention
Portability
Coordinator: _____

Head of
Household: _____ Tenant ID: _____

SSN: _____ Message
Phone: _____ Phone #: _____

Current
Address: _____

Forwarding
Address: _____

Instructions:

- Complete this "Portability Port-Out Request Form"
- Attach copy of your "Mutual Agreement or Move-Out Notice" to vacate unit.
Notice must include your current unit address and move out date.

Reminders:

- 1) There should be no unpaid rent or damages to the unit.
- 2) There must be no outstanding monies owed to any Housing Authority.

Receiving Housing Authority Information:

(Provide the following information regarding the Housing Authority where you want to relocate)

Name of Housing
Authority: _____

Address: _____ City: _____ State & Zip: _____

Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Signature of Head of Household: _____ Date: _____

ALLOW 2-3 WEEKS FOR PROCESSING

Return this form with Move-Out Notice or Mutual Agreement to: **Orange County Housing Authority**
ATTN: Portability-Out Coordinator
1501 E. St Andrew Place, Santa Ana, CA 9270

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

Move-Out Notice

Date: _____

Tenant Name: _____

Tenant
ID: _____

Current Unit Address: _____

Notice to Move

I, _____, am giving my (check one) ☐30 ☐60 ☐90 or _____

days' notice to vacate the above unit on (date) _____.

Does the Tenant owe any money for unpaid rent or damages to the Owner/Landlord up to this time?

Comments: _____

Tenant:

Tenant Signature

Date

Owner:

Owner/Landlord Print Name

Owner Signature

Owner/Landlord telephone number

Date