



ORANGE COUNTY HOUSING AUTHORITY (OCHA)

INSTRUCTIONS

Port-Out Request Form

Instructions for families who wish to port successfully to another jurisdiction.

1. Submit copy of your written 'Notice of Intent to Vacate' to both the Owner and the Orange County Housing Authority. (*OCHA 60 Day Notice to Vacate Form is available upon request*).

If you ported into the Orange County Housing Authority from another Housing Authority, your paperwork will be returned to your Initial Housing Authority. The Initial Housing Authority will have to port your paperwork to the new Housing Authority of your choice. The assigned Specialist will notify you if this applies to you.

2. Complete the Permission Statement for Portability. It is your responsibility to obtain all of the required paperwork. If all of the information is not supplied, this may delay your paperwork being transferred.
3. Next, the Specialist will update your profile, coordinate a time in which you will be briefed, and issue you your voucher.
4. You will receive a letter in the mail advising you that your paperwork has been forwarded to the Housing Authority you listed on the Permission Statement. It is your responsibility to follow up with that Housing Authority to proceed with the Portability process.

*Please be advised that if you are leaving your current lease in poor standing, you **WILL NOT** be approved to port outside of our jurisdiction.*

"Poor Standing" includes but is not limited to: breaking your lease early with no VAWA certification, owing arrears to landlord, or having tenant-caused damages in your unit.

Mailing Address
P.O. Box 8181
Hillsborough, NC 27278

Hillsborough Office
300 W. Tryon Street
Hillsborough, NC 27278

Chapel Hill Office
2501 Homestead Road
Chapel Hill, NC 27516

Telephone (919) 245-2490 • Fax (919) 944-8496



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Permission Statement and Authorization for Portability

I hereby give permission and consent to the Orange County Housing Authority and/or the Initial Housing Authority, to release any information from my file to the receiving Housing Authority for the purpose of transferring my housing assistance using the portability feature of my voucher. I further understand if I ported to the Orange County Housing Authority from another Housing Authority that my paperwork will be returned back to my initial Housing Authority in order to port to a new jurisdiction.

I hereby release such person, firm or agency from any liability in regard to furnishing or release of such information, as it is my expressed consent to make such information available.

A Photostatted copy of the authorization shall be considered as effective and as valid as the original.

Client Signature: _____ **Date:** _____
(Please make certain that you complete all required fields upon submittal).

Please release my information to the following receiving PHA:

Name of receiving Housing Authority: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Email: _____

Telephone No.: _____ Fax No.: _____

My current and forwarding address:

Current Address

Forwarding Address

Contact Phone Number

Forwarding Contact Number

Client Signature

Date Submitted

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