

PORTABILITY

We cannot advise you or give you any information concerning assistance in Maricopa County until we have received information from your original housing agency. This is what you must do to transfer your housing assistance and paperwork to the Housing Authority of Maricopa County.

- ❖ Call your **CURRENT** housing representative and let them know you want to transfer your voucher and assistance. They will have you sign a *Request for Portability* and issue you a *Housing Choice Voucher*. They may contact us at 602-744-4500 or Fax at 602-254-3227.
- ❖ Your current housing representative **MUST** send us required documents **BEFORE** you arrive here. **These documents should include:** the HUD-52665, HUD-50058, copy of 30-day notice to vacate your current unit, copy of Request for Portability, proof of income and any other paperwork they feel is necessary.
- ❖ Then you arrive in Maricopa County.
- ❖ When you have arrived in Maricopa County, you **MUST** call this office for an appointment to attend our weekly Briefing (required!) where you will receive OUR Housing Choice Voucher and other necessary paperwork. **THIS BRIEFING CAN NOT BE DONE BY PHONE or FAX.** These briefings fill up fast, so you may have to wait a week or more for an opening.
- ❖ **AFTER** the briefing you will locate a suitable unit and submit the necessary paperwork to have the unit inspected **BEFORE** you move in to it. (Scheduling of inspections is done by our Inspection Contractor, we do not know their schedules-do **NOT** call us about inspection scheduling). Inspections may take up to 2 weeks to complete.
- ❖ After the unit passes a Housing Quality Standards Inspection you may then (and only then) sign a Lease Agreement with the landlord and move in. You will be notified of your rent portion at a later date by letter. It can take up to 60 days for the final paperwork and payment to your landlord is completed. Please take this into consideration when budgeting your time and money.

The entire process may take up to 60 days or longer, depending on when your paperwork is received by our office, when you attend the briefing and when the unit is available for inspection. If you need more information please feel free to contact us at (602) 744-4500 or by e-mail info@maricopahousing.org.