



THE CLOCK IS TICKING!

The Initial term of your voucher is 60 calendar days. You must submit your move package to your move specialist prior to the expiration date of your voucher. For voucher holders with extenuating circumstances, an extension may be granted. You must still submit the move package before the final expiration date of the voucher.

If you fail to locate a unit by the voucher expiration date, your voucher will be cancelled. Participants with expired vouchers will continue to be assisted in their current unit. If you are new to the program you will have to reapply when the wait list open.

If you have any questions, contact your Rental Specialist.

PORTABILITY

“Portability” in the Housing Choice Voucher program refers to the process through which your family can transfer or “port” your rental subsidy when you move to a location outside the jurisdiction of the Public Housing Agency (PHA) that first gave you the voucher when you were selected for the program (the initial PHA). If you are not a County Resident or work in Prince George’s County you can port after one year on the program.

If you want to port to a new jurisdiction you must :

- Contact the Housing Authority that you wish to move to and gather contact information for the Port Specialist
- Submit to your current Rental Specialist the *Request to Move/ Transfer to another Housing Authority* form
- Attend your move briefing appointment with a Move Specialist



Housing Choice Voucher Program

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Largo, MD 20774

Phone: 301-883-5501

Website: ha.mypgc.us



STEPS FOR A SMOOTH MOVING PROCESS

Mover's Briefing Information

If you are currently receiving voucher assistance and you are ready to give notice to move, you must:

- Be in good standing with HAPGC
- Attend a Move Briefing
- Provide both HAPGC and your current landlord with a minimum 30-day written notice or the timeframe listed in your lease.
- If you have been issued a notice to vacate by your landlord, bring the notice to your move briefing.
- If you have resided in your current unit for one year or are 90 days from the end of your lease.

● ****YOU WILL NOT BE ABLE TO MOVE UNTIL YOUR TERM LEASE ENDS****

STEPS FOR A SMOOTH MOVING PROCESS

STEP 1: READ THIS GUIDE

These instructions explain how to use your voucher to receive rental assistance in a privately owned unit. Read carefully and make sure you understand!

STEP 2: REQUEST TO MOVE

Submit the *Request to Move/ Transfer to another Housing Authority* form to your Rental Specialist

Your Rental Specialist will review the request and if you meet the requirements to move, your request will be sent to the Move department.

STEP 3: ATTEND MOVE BRIEFING

You will receive an appointment letter to attend a move briefing where a Move Specialist will review the move process with you and issue the Voucher, Participant Payment Worksheet and move package. **Once you have attended the move briefing, only contact the Move Specialist for questions regarding your move.**

STEP 4: RETURN MOVE PACKAGE

After you find a unit and determine the owner is willing to participate in a Housing Choice Voucher program, you and the owner must complete and sign the move package. The move package **MUST** be completed in its entirety or the move package will be cancelled.

By submitting the move package you are certifying that neither you nor any member of your household is related to the owner of the unit.

The move package must be completed and submitted prior to the expiration of your voucher.

- The unit must be ready for inspection when the package is submitted.
- If the family submits the move package prior to attending the Move Briefing, the move package will not be accepted.
- A family may only submit one move package at a time for processing. If the initial move package is cancelled, the family may request a new move package in writing.

HAPGC will review your move package for affordability and owner approval at the time of submission. Once the package is approved, the unit will be scheduled for inspection.

PLEASE NOTE

If you move into the unit before authorized by HAPGC, you are responsible for the **FULL** amount of rent. The Housing Authority **WILL NOT** reimburse you for any rent you pay before the date of authorization.

HAPGC DOES NOT OFFER SECURITY DEPOSIT ASSISTANCE

STEP 5: CONTRACTING PROCESS

A Housing Assistance Payment contract (HAP) is an agreement between the owner and HAPGC allowing payments to be made on your behalf.

The HAP contract cannot start until ALL of the following conditions have been met:

- HAPGC qualifies the tenant for the unit based on the family's **current income**.
- The unit passes inspection.
- Rent for the unit is deemed reasonable in accordance with HUD requirements.
- You take possession of the unit or remove others.
- You and the owner sign the lease.
- HAPGC receives and approves a copy of your lease with the owner.

STEP 6: ONGOING REQUIREMENTS

Once your lease and HAP contract have been executed, you are required to follow HCV/HAPGC Program rules and Family Obligations.