

REQUEST FOR TRANSFER OR PORTABILITY



IMPORTANT INFORMATION

- This request allows for a 20 business day processing from the date OHA receives all required documents.
- If your request is denied, you will need to submit a new request, with an additional 20 business day processing period.
- Failure to provide all required documents will delay the processing of your request or be a reason for denial.
- If your family owes money to OHA or the landlord, the balance must be paid in full & verification of the payment must be provided to OHA, or the request will be denied.
- You will not be able to pick up & use your Transfer Voucher or Portability Packet unless your I.D is current, valid, and the name on it matches the one on your Social Security card.
- Once a new contract has started, OHA will no longer be responsible for assistance at your old unit. You will be solely responsible for the entire daily contract rent at the old unit should you continue to occupy it after the cancellation date. This includes any of your belongings remaining in the unit and the keys being returned to the owner.

Head of Household Signature: _____ **Date:** _____

REQUIRED DOCUMENTS

- 1.) Completed re-certification packet
- 2.) Current household income (original documents), including asset documents such as bank statements.
- 3.) Please check the method you used to notify your landlord, and submit a copy to OHA:

- 30 Day Notice/Intent to Vacate:** If you have occupied your current residence for **more** than one year, you must have the landlord sign the 30 day notice or mail it to them via certified mail.
 - Landlord signature and date on the form.
 - Certified Mail receipt: must be filled out with the owner's address of record, must be submitted to OHA along with your notice, & the entire tracking number must be legible.

OR

- Mutual Agreement:** If you have lived at your current address for **less** than one year or you would like to move out prior to 30 days.

The form must be signed and dated by you and your landlord.

You must put a specific vacate date on these forms or your request will not be processed. Altered or amended dates on the forms may cause the request to be denied.

- 4.) If your family size has increased since your last re-examination, please attach a copy of the birth certificate, social security card, marriage certificate, adoption papers, or court awarded custody. If your family size has decreased, please attach verification of the new address for all former household members.

TRANSFER REQUEST

Date of Request: _____

Head of Household: _____ **Client #** _____

Current Address: _____ **Apt #** _____

Phone Numbers:

Home # _____ **Cell #** _____ **Work #** _____

I am moving within Oakland

I am moving out of Oakland (Portability). Please complete the following information:

1.) Receiving Public Housing Agency (if known) or specific destination.

Name of PHA: _____

PHA Address: _____

City: _____ County: _____ State: _____

2.) I want my portability packet:

Prepared for pick up. I will deliver it to the new Housing Authority. I understand that the envelope cannot be opened or unsealed. Once all the required documentation has been received, the packet will be available for pick-up within 14 business days. I understand that my packet will be mailed if the new Housing Authority does not accept hand-delivered packets.

Mailed to the new Housing Authority