

# Orange County Housing Authority

1501 E. St. Andrew Place • Santa Ana, CA 92705  
 (714) 480-2700 • California Relay Service (800) 735-2929  
<http://www.ochousing.org>

## **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:**

Apple Nguyen for Last Names A-G	(714) 480-2989 Fax (714)
Rosalinda Bautista for Last Name H-O	(714) 480-2741 Fax (714) 667-6595
Cami Visatovci for Last Names P-Z	(714) 480-2817

**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](http://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

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## 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 92705**

# 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