

**Graham Housing Authority – 109 E. Hill Street, Graham  
PO Box 88, Graham, North Carolina 27253**

**Tenant Port Out Request form**

**File out completely and return to your Section 8 Case Worker:**

TENANT NAME:	
DATE:	PHONE #:
ADDRESS:	
DATE NOTICE GIVEN TO LANDLORD:	
DATE NOTICE RECEIVED BY GHA CASEWORKER:	

PLEASE COMPLETE THE FOLLOWING STATEMENTS:

Has the household had any changes to income since the last rent change processed by Graham Housing Authority or since the voucher was issued?  YES *(If yes, a change form must also be completed and given to case worker with verification)*  NO

**\*List the Name & Contact information of RECEIVING HOUSING AUTHORITY, where you want your voucher sent:**

Housing Authority			
Contact Person			
<b>e-Mail</b>			
Phone Number		Fax Number	
City			
State			

Applicants holding a new voucher must provide proof of residency held at the time of application; reference page 4 of Section 8 Voucher Handbook given to you at your voucher eligibility appointment.

I have enclosed \_\_\_\_\_ as proof that I was/am a resident at the time I made application for Section 8 housing.

Signature of Tenant:	Date:
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Caseworker signature and date:

**Portability Procedure:** The PHA will obtain a current criminal record report on all transfer requests to determine continued assistance; approved portable clients will be sent a copy of their Portable Transfer Voucher. GHA will contact the Receiving PHA within three (3) business days of receiving and approving all information from household. GHA will send the port packet to the Receiving PHA after they have completed and returned our Port Inquiry form to confirm if they will be billing or absorbing.