

Portability

Port-In

In order to move here from another location, you must contact the housing authority currently paying your rent to find out if you are eligible to move. They may need the following information to help them decide:

1. We do not absorb.
2. We may issue a voucher with more or less bedrooms depending on who is in your household.
3. Our payment standards are based on our subsidy standards, not theirs.
4. Our current payment standards are located on our website www.ocfl.net/section8 under "Newsletters for Landlords"

If they are willing to let you move here, they will need to send a cover letter, voucher, Form 52665 and Form 50058 for your last annual or interim recertification to:

Pat Davis, Administrative Assistant
Orange County Housing, Section 8
525 East South Street
Orlando, FL 32801

Our phone number is 407-836-5150 and our fax number is 407-836-5188. We will accept faxed or mailed portability paperwork. We will not accept paperwork hand carried by the tenant.

Allow time for your paperwork to arrive, then call 407-836-5142 to schedule an appointment. It will take approximately two (2) weeks to get an appointment after you call. If you are late for your appointment, you will be rescheduled. You will not be seen that day. You will be mailed a yellow application to complete prior to your appointment. You will need to bring the completed form with you. It must be filled out before your appointment time. All adult household members must come to the appointment.

You will need to bring the following documents to your appointment:

1. Birth Certificates for the entire family
2. Social Security cards for the entire family
3. Photo IDs for all adult household members
4. Current proof of all income (AFDC, wages, SSI/SS, etc.)
5. Medical expenses if head of household is over 62 years of age or disabled
6. Checking and Savings account statements for most recent three months

Following this appointment, you will be required to attend a portability briefing the Friday morning following your individual appointment. You will be issued a voucher and request for tenancy approval paperwork at the briefing. The briefing lasts approximately two hours. Please do not bring children to the briefing.

Port-out

If your Tenant ID number begins with a "V", you will need to come to our office, ask to see the on-call worker and fill out a "Request to Transfer" form. We will then contact the Housing Agency that you want to transfer to and find out if you are eligible to transfer. If you are eligible, we will send your portability paperwork to the receiving Housing Agency and you will need to contact them for an appointment. If you are not eligible to transfer, your request will be denied.

If your Tenant ID number begins with a "PV", we will have to send your paperwork to your initial housing agency for them to determine whether or not you may move elsewhere. You may always return to your initial housing agency.

If your Tenant ID number begins with a "H" or a "SPC", you may not transfer.