

HELPFUL INFORMATION FOR PORTING IN / OUT

The first thing is that the process begins with the resident giving written notice to the property owner or manager, and then giving a copy to our Housing Programs Department right away.

How much notice is required is one of the terms of the lease, and is often at least 30 days written notice. You may want to give longer notice, so there is more time to find a great new home and complete all the steps required by the Housing Authority.

Once you bring a copy of the notice to the Housing Programs Department, and let us know if you will remain in Alameda or want to move to another community through “portability,” we’ll provide the necessary paperwork.

Portability is the process of transferring your voucher participation to another community and another Housing Authority. When you let us know this is what you want to do, you tell us what community you want to move to, and we prepare and send a “portability packet” to the Housing Authority covering that area. When they receive it, they will be in touch with you to complete the next step of the process with them.

Once they issue you the voucher and paperwork to use in their area, you will stay working with them through lease up.

When the paperwork is issued (by us or the housing authority where you want to live), it has an “expiration date,” so it’s important to stay in touch with us, ask for extensions (if necessary) in writing, and stay in touch with your current landlord in case your search takes longer so you can talk about whether or not you can stay longer by mutual agreement.

Start your search! The Housing Authority has a complimentary listing service for landlords that want to rent their units to voucher holders available in the lobby and on our website.

These are not the only rental units available in Alameda, so be sure to check Craigslist, the newspapers, and even drive around town to spot “For Rent” signs. Be prepared with money for application fees, but also be careful about giving deposits or “holder’s fees” that cannot be refunded. Another important thing is to be ready with the security deposit when you are going to sign the new lease.

Keep in mind that you may have to wait up to 3 weeks to get any deposit back from your old unit, so you’ll probably need to have extra money for the new security deposit ready to go!

When you are offered a new rental unit, you and the new landlord will complete the Request For Tenancy Approval and other forms to submit to the housing authority. That will start our process of scheduling the unit inspection, making sure the rent is reasonable

and fits with HUD affordability guidelines, and signing a contract with the property owner if everything is approved. Take time to read the Lease or Rental Agreement carefully so you can ask the property owner any questions before you sign your new lease, and be sure to keep a copy for your records.

Once the unit passes inspection and all the documents are completed, we will advise you and the landlord that the lease can be signed and you can move into your wonderful new home.

Congratulations!