

## Port Request Form

Instructions: This form is to request a **port voucher** to lease a unit outside of New York City. Please complete this form and return to Client Services 100 Gold Street Rm 1-O via mail, fax to (212) 863-8526, email to [Portability@hpd.nyc.gov](mailto:Portability@hpd.nyc.gov), or in person. HPD must review all move requests for eligibility. **This form should only be completed by the Head of Household.** If you have any questions, please call (917)286-4300.

Head of household name: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Current address: \_\_\_\_\_ Current telephone number: \_\_\_\_\_

**I am: (Select all that apply)**

An applicant       A Section 8 Participant       An FSS Participant       A PBV Participant

**Where would you like to move to?**

PHA name: \_\_\_\_\_

PHA address: \_\_\_\_\_  
\_\_\_\_\_

PHA contact person: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email address: \_\_\_\_\_

**For Section 8 Participants ONLY:**

In order to be eligible to move with continued assistance from Section 8, you must be a participant in good standing and meet **all** the following criteria:

- You must not have received a move voucher within the last 12 months
- You must have completed an annual recertification within the past 6 months
- You must be current with your tenant portion of rent
- You must have either an expired lease or the ability to obtain a General Release form signed by your current landlord

If you do not meet all of these criteria, but feel you have an emergency situation that requires you to move (such as a domestic violence or health reasons), please complete and Emergency Move Voucher Request form.

**Please answer the following questions:**

Are you current with your tenant share of rent?       Yes       No  
Do you have an active lease with your current landlord?       Yes       No  
Are you being evicted or do you have a case pending against you in housing court?       Yes       No

I certify that the above statements are true to the best of my knowledge. I understand that supplying false statements and information can lead to a denial of my port request and jeopardize my housing subsidy. I understand that HPD will have to review all move requests and this can take up to 14 calendar days.

\_\_\_\_\_  
Head of Household Signature

\_\_\_\_\_  
Date