



SCOTT COUNTY CDA: PORTABILITY FREQUENTLY ASKED QUESTIONS

I plan on moving. What do I do?

- **Step 1.** If you are planning to move, contact your Housing Specialist right away. A Notice of Plans to Move form must be filled out as soon as possible.
 - **Print out the Notice of Plans to Move form** or call your Housing Specialist to request a paper copy of the form located here.
 - **Fill out the Notice of Plans to Move form.**
 - **Return the Notice of Plans to Move form to your Housing Specialist.**
- **Step 2.** Provide your current landlord with proper notice that you plan to move. Be sure to check your lease. Usually, a written 60 + one-day notice is required.
- **Step 3.** Provide the CDA with a 60 day written notice. For example: if you are moving to a new unit on October 1, the CDA must have written notice by July 31.
- **Step 4.** The Request for Tenancy Approval form must be filled out by your new landlord and returned to the CDA by 4:30 p.m. on the 15th of the month before you move. Plan ahead.
- **Step 5.** Vacate your current unit in "good standing"
 - **Examples of leaving when you are not in "good standing" can include:**
 - Failure to give proper notice
 - Damage to the unit beyond normal wear and tear
 - Unpaid rent owed to the landlord/owner
- **Step 6.** You must provide updated income, asset, and expense information to your Housing Specialist and attend a briefing appointment at the CDA.

What do I need to know before I move?

- You cannot pay more than 40% of your adjusted monthly income toward your rent and utilities.
- If the unit you select costs more than 40% of your adjusted monthly income, the CDA will not approve the unit.
- We will provide a worksheet for you to estimate the maximum rent you can afford.
- Your rent limit may change if your estimated income is different from your verified income.
- The inspection for your new unit will be done on the 1st business day of the month.

Is there anything else I should consider when moving?

Here are a few considerations for you:

- If you hold a voucher from a housing authority other than the Scott County CDA, they will need to determine whether or not you are approved to port.
- Inform the CDA as soon as possible of your intention to "port out" as transferring your voucher can take time. You must provide the name of the city that you're planning to move to.
- You must vacate your current unit in "good standing".
- Once you decide on the area that you are moving to, your new landlord will need to complete the Request for Tenancy Approval form and return it to the Scott County CDA for approval. The request will be forwarded to the new housing authority to continue processing your move.
- The housing authority in the jurisdiction you are moving to will determine the bedroom size unit that you are eligible for. Please note different housing authorities have different bedroom size guidelines.
- 12-month leases are required in any jurisdiction. You will be required to sign a 12-month lease upon moving.
- The new housing authority will have different payment standards, different estimates for utilities that you pay, different rules, policies, and deadlines.
- Once your move is complete, the new housing authority will be your contact for future questions and information about your rental assistance.