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| Request to Move or Port | [ahfc_logo_large.jpg](https://intranet/download_file/19952) |
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| Head of Household Name | Date |
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| Type of Request: | Move (move within Alaska) | Port (move outside Alaska) |

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| I request to move from |  | | to | |
|  | | | | . |
| I would like to move/port on or before | |  | | . |

I understand that I must complete the steps below before I can be approved to move or port. I must:

1. Qualify to move/port from this area as determined by AHFC.
2. Declare where I want to move.
3. Properly terminate my lease.
4. Pay any debts I owe AHFC in full before I may port out of state.
5. Be current on any Repayment Agreement debt before moving to another area in the state.
6. Be in good standing with AHFC family obligations.
7. Update my income and family composition.
8. Attend a briefing session to receive an updated Housing Choice Voucher.

AHFC will:

1. Determine if I am eligible to move or port.
2. Select the receiving Public Housing Authority (PHA) if there is more than one PHA in the receiving jurisdiction.
3. Contact the receiving PHA to notify them of my impending move.
4. Provide me with the information necessary to contact the receiving PHA upon my arrival.

Once I have been approved by AHFC to move or port, I must:

1. Promptly contact the receiving PHA or AHFC office when I arrive.
2. Request any extensions from and abide by the policy and procedures of the receiving PHA or AHFC office.
3. Submit a Request for Tenancy Approval (HUD 52517) to the receiving PHA or AHFC office prior to the expiration date on my voucher.
4. If I fail to move or port, it is my responsibility to contact AHFC before my voucher expires so that I may continue my voucher assistance.

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| Head of Household Name |  |

Additional qualifications to move or port:

1. The head, spouse, or co-head must have:
   1. Established a domicile for 30 days prior to application in the area where she/he received his/her voucher OR
   2. Received assistance in that area for 12 months.
2. If the family is new to the program (from the waiting list) and has established a domicile, they must meet the income limit for the area to which they are moving or porting.
3. A family must be eligible to receive subsidy in the receiving area. If the family total tenant payment meets or exceeds the payment standard at the receiving PHA (i.e., the HAP will be $0), the family will not be eligible to move or port.
4. If the receiving PHA does not absorb AHFC’s voucher, AHFC must have funding available to pay HAP and administrative fees.
5. If the family possesses a voucher from another housing authority, that housing authority must agree to the move.

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| Head of Household Signature |  | Telephone Number |
|  | | |
| Current Mailing Address | | |
|  | | |
| Current Mailing Address | | |

Receiving PHA/AHFC Office Contact Information for Family:

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