



Yolo County Housing

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Transfer and Portability Process

Section 8 Housing Choice Voucher participants can transfer their rental assistance from one rental unit to another anywhere in the United States.

Recipients thinking about moving should consider the following:

- If you're in the first year of your lease, your move may not be approved.
- The tenant is responsible for paying full rent and deposit to the new landlord at the time of move in
- Before you can move, you are required to issue a 30-day notice; you and your landlord may agree to a 45-day, 60-day or longer notice

Transfers within Yolo County

If you are thinking about moving, your first step is to submit a written request for a transfer to Elizabeth Montoya. You may email your request to emontoya@ych.ca.gov and copy your housing specialist. Case loads are divided as follows:

Veronica Mendoza for families with last names A-L vmendoza@ycha.ca.gov
Beatrice Lopez for families with last names M-Z blopez@ych.ca.gov

- Within two weeks you will receive a recertification packet that is to be completed and returned to YCH.
- Once the paperwork has been returned and processed you will receive an appointment date and time to attend a transfer briefing where you will be given a transfer voucher, maximum rent to search for and a Request for Tenancy Approval Packet.
- Provide the Request for Tenancy Approval (RFTA) packet to the new prospective landlord to complete and return to YCH.

The Inspection and Final Contract Process

- The inspection is usually scheduled within **2 weeks** of the date YCH received the Request for Tenancy Approval.
- Please allow the Inspection Department enough time to call the NEW Landlord to schedule the Inspection. If the inspection passes and the rent amount is determined rent reasonable and approved, a copy of the signed lease will be requested and the information will go to the assigned Housing Specialist to prepare the Housing Assistance Payment Contract.
- The final contracts go out to the **new** Landlord within **1-3 weeks** after the copy of the signed lease is received at YCH.
- Once the contract is processed and signed, you will receive a notice with the

family share of rent and the amount of subsidy YCH will pay.

Transfers Outside of Yolo County - Portability

Your Housing Choice Voucher can be used throughout the United States in any city or county that administers the Housing Choice Voucher Program. If you decide to move out of Yolo County, contact Elizabeth Montoya at (530) 669-2257 or emontoya@ych.ca.gov for additional information.

How to get started

Most important: Be sure to decide the city or county where you wish to transfer. The Housing Authority or Housing Agency in the area where you wish to transfer can be found by visiting HUD's website at

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/pha/contacts

You may provide the following information:

- The housing agency's complete mailing address
- Fax number, so we can fax your information to them
- Contact person at the new agency that handles the Portability process.

Once you have decided where to port:

- Submit a written request for portability to Elizabeth Montoya
- Complete the Portability Request Form
- Within two weeks you will receive a recertification packet that is to be completed and returned to YCH.
- Once the paperwork has been returned and processed you will receive an appointment date and time to attend a transfer briefing where you will be given a transfer voucher.
- Within 2 weeks of the transfer briefing your portability packet will be forward to the Housing Authority requested.

The NEW Housing Agency

- Please allow your NEW Housing Agency enough time to receive your Portability paperwork. Generally 3-5 days
- Contact your NEW Housing Agency to verify the packet has been received and to schedule a portable move in appointment.
- The new Housing Agency will provide you the necessary paperwork to be able to locate a suitable rental in their area. Including a voucher issued by their agency, the maximum amount of rent to search for and a Request for Tenancy Approval

packet.

Transferring TO Yolo County - Porting in to Yolo

Contact your current Housing Agency and request that your paperwork be transferred to Yolo County Housing

The current Housing Agency can fax, mail or email your paperwork to begin the portability process to:

By Mail
147 W. Main Street
Woodland, CA 95695

By Fax to (530) 669-2241
By email to emontoya@ych.ca.gov

*Be sure to provide the current housing authority with any forwarding address and new phone numbers so we may contact you.

After the information has been received, our agency will review your paperwork and do the following:

- Within two weeks you will receive a recertification packet that is to be completed and returned to YCH.
- Once the paperwork has been returned and processed you will receive an appointment date and time to attend a Portability move in briefing where you will be given a Yolo County voucher, maximum amount of rent to search for, a Request for Tenancy Approval Packet and will be briefed on Yolo County Housing policies and regulations

Remember: Your voucher has an expiration date set by your Initiating Housing Agency. Any extensions must be approved by your Initiating Housing Agency.