

HOW TO TRANSFER INTO THE HOUSING AUTHORITY OF THE CITY OF AUSTIN

- 1) Client notifies the current Housing Authority in their city of their request to transfer to Austin. Documentation should be sent only by the client's original housing authority to:

Housing Authority of the City of Austin
Portability Specialist
1124 South. IH 35
Austin, TX 78704
- 2) Once the Austin Housing Authority receives the documentation, the client will be approved to transfer to Austin.
- 3) The Austin Housing Authority will notify the tenant by mail or phone of the orientation date and time and instruct the tenant to bring the required household's identification and income documentation listed below.
- 4) At the orientation, the Portability Specialist will collect income documentation and client identification. A voucher will be issued and voucher size will be determined using the Austin Housing Authority's subsidy standards policy not the previous Housing Authority policies.
- 5) At the orientation, the client will be informed of the Housing Authority's rules, policies, and procedures. The client will be given 60 days to return the moving paperwork to Austin Housing Authority.
- 6) Any extensions to the voucher dates will be granted or denied by the original Housing Authority.
- 7) Upon finding a suitable unit, the client submits moving paperwork to the Housing Authority of the City of Austin to approve for an inspection.
- 8) Once the inspection has passed, the client may move in to the unit, sign the owners' lease, and is obligated to make rent payments as indicated on the rent estimate worksheet.
- 9) Once the counselor processes the inspection, a HAP contract is written and the owner and tenant will be notified by mail of the final tenant and Housing Authority rent portions.

PORTABILITY ORIENTATION DATE AND TIME

Every Wednesday at **2:00 P.M.** – for portability clients approved by Austin

IDENTIFICATION	INCOME VERIFICATION
1. Picture id – valid state id or driver's license for the head of household only 2. Birth certificates for ALL family members 3. Social security cards for ALL family members 4. Eligible immigration status card or documentation	1. Benefit documentation (TANF, social security, SSI, unemployment awards) 2. Employment documentation – employer's name, address, phone number. 3. Family contributions - name, address, phone number 4. Child support and alimony documentation 5. Assets – Current account statement for all accounts.

SUBSIDY STANDARDS			
Voucher Size	Minimum # of persons	Maximum # of persons	Maximum Occupancy under HQS rules (Assumes a Living Room is used as a living sleeping area)
0	1	1	1
1	1	2	4
2	2	4	6
3	4	6	8
4	6	8	10
5	8	10	12