

Porting In and Out of Mobile Housing Board

Porting into Mobile Housing Board

The Mobile Housing Board Housing Choice Program is currently **absorbing** voucher holders who desire to move into our jurisdiction. **This is subject to change at any time.**

Once you receive portability approval from your initial Public Housing Authority we must receive the following documentation from your Housing Authority:

- Form HUD-52665-Portability Form
- Form HUD-50058-Most recent copy
- Form HUD 52646-Voucher
- Enterprise Income Verification (EIV)
- Notice to Vacate form
- Copy of income verification forms
- Permanent records - ALL Birth Certificates, Social Security Cards, Picture IDs, Marriage Licenses, Custody paperwork.
- Housing Choice Voucher holder contact information (phone number and email address)

Documents must be sent to:

Mobile Housing Board Housing Choice Voucher Program
Attn: Portability
P.O. Box 1345
Mobile, AL 36633
Fax: 251-434-0004
Phone: 251-434-2300
portability@mobilehousingboard.org

Upon receipt of the above documents, the HCV holder will receive an **email within** approximately **10 days with instructions regarding the Port In process for MHB.**

Porting Out of Mobile Housing Board Housing

Current Participants:

Please complete the portability request document by clicking [HERE](#). Upon receipt of your request it will be determined if you are eligible to port-out. **If you owe money to Mobile Housing Board Housing Choice Voucher Program or are in the first year of your lease, you are not eligible to exercise portability. If you are eligible to port out of Mobile your paperwork for transfer to the new (receiving) housing authority will be processed every Friday afternoon. You also must complete the notice to vacate form and attach this form to your request to port out.**

New applicants (from the waitlist)

Applicants who resided in Mobile County at the time of application may request to port out if the family is income eligible for admission in the area to which they wish to move. If your family did not reside in Mobile County at the time of application, you must lease in Mobile County for 12 months before you can port your voucher to another jurisdiction. **You must submit the request for portability within ten (10) days of voucher issuance, if you are eligible.**

Portability Frequently Asked Questions

Contact Information should be present and up-to-date to be contacted as deemed necessary. MHB HCV encourages the use of email.

Question: How long is the port-in process?

Answer: This depends on several factors. Generally, anywhere from 6 to 8 weeks. Factors include: 1) which county is involved, and 2) how accurate the required information that is being transferred.

Question: What can I do to speed-up the port process?

Answer: Contact your initial Housing Authority 3 to 4 business days after your information has been sent to Mobile Housing Board to confirm your information has been successfully forwarded.

Question: If I need an extension of time, who do I contact?

Answer: Contact your initial Housing Authority for this request. *For example:* Before your voucher expires, you must contact your initial Housing Authority for approval and to request any extension of time.

Question: If I experience a delay during the process of relocating, who do I contact?

Answer: You must contact your initial Housing Authority to inform them of the delay and seek their advice for proper action.

Question: How long is allowable to seek and find safe, decent and affordable housing?

Answer: You must refer to your initial Housing Authority for this information.

Question: Is there any priority given to special populations when porting?

Answer: Generally no priority is given including to the elderly or the disabled.

Question: Does Mobile Housing Board Housing Choice Voucher offer the homeownership program for HCV participants porting into your area?

Answer: No. Currently we only offer homeownership to those tenants that are administered by MHB.

Question: Are there ways to identify available HCV properties?

Answer: Yes. Please visit GoSection8.com. The site provides up-to-date information on affordable housing units.

Question: Do I qualify for the same number of bedrooms that I have at my initial Housing Authority?

Answer: Each Housing Authority has different methods of calculating subsidy standards (the number of bedrooms you qualify for). Because of this, MHB may issue you a voucher that may be smaller or larger than what you currently have. This will be determined during your interview.

Question: How much will my voucher be worth?

Answer: This will be determined at your initial interview. Please note Payment Standards are different across the United States. Your current Payment Standards might be higher or lower than MHB's Payment Standard.

Special Notes:

You will be issued a MHB HCV email address and password once you lease up in our jurisdiction. ALL MHB information will be sent to you via email. No first class mail will be sent.

ALL MHB HCV utility assistance payments are sent to Alabama Power Company and not to the participant.