



# City of Flagstaff Housing Authority

## **PORTABILITY**

One of the features of the housing choice voucher program is the mobility of the assistance. Section 8(r) of the United States Housing Act of 1937 provides that housing choice voucher participants may choose a unit that meets program requirements anywhere in the United States, provided a PHA administering the tenant-based program has jurisdiction over the area in which the unit is located. The term “portability” refers to the process of leasing or purchasing a dwelling unit with housing voucher tenant-based assistance outside of the jurisdiction of the PHA that initially issues the family its voucher (the Initial PHA). Program regulations covering where a family may move and the responsibilities of the Initial PHA and the Receiving PHA (the PHA with jurisdiction over the area to which the family moves) are found at 24 CFR sections 982.353 through 982.355.

## **APPLICANT FAMILY REQUESTS PORTABILITY**

A family that has not yet leased a unit under the housing choice voucher program is eligible for portability if the head of household or spouse was a resident of the Initial PHA’s jurisdiction at the time the application for assistance was submitted. A “resident”, for determining eligibility for portability, is a person who has a legal domicile in the jurisdiction.

A non-resident family may be required to initially lease a unit with its housing choice voucher in the Initial PHA’s jurisdiction. However, the Initial PHA has the authority (but no obligation) to allow a new voucher holder that was not living in its jurisdiction at the time of application to exercise portability. The Initial PHA may decide to allow portability for a family new to its jurisdiction in certain instances, such as when the move would respond to a special family need, but not allow such moves in other instances. It is important for the Initial PHA to establish a policy and document the reasons for discretionary decisions to avoid any perception of discrimination.

## **PARTICIPATING FAMILY REQUESTS PORTABILITY**

A participant family electing to move to another jurisdiction with its voucher is eligible to do so but only when the family is able to move out of its current program unit under the terms of the family’s lease. A family is not eligible for portability if the family has moved out of its assisted unit in violation of the lease. Income limits do not affect the eligibility of a participant family exercising portability; however, the family’s TTP must be less than the payment standard at the Receiving PHA for the family to lease within the Receiving PHA’s jurisdiction.

**Addresses and telephone numbers for Housing Authorities nationwide are available on HUD’s web site at [www.hud.gov](http://www.hud.gov)**

**Checklist - How to Make Portability Easy**  
**City of Flagstaff Housing Authority**

- 1.) **Learn as much as possible about the area you are planning on moving to prior to submitting your portability request.**
  - a. Why this location?
  - b. Will I be able to find a rental easily?
  - c. Where will I live while I'm waiting for Section 8 to approve my unit?
  - d. Do I have money to cover all moving expenses? (i.e. deposits for rent & utilities, hotel, moving van, first month's rent, food)
  - e. Will I be able to tolerate the weather?
  - f. Is there sufficient medical care for my needs?
  - g. Are there employment opportunities that will suit me?
  
- 2.) **Make contact with the Housing Authority (where you wish to move) and gather the following information:**
  - a. Housing Authority Mailing Address
  - b. Phone & Fax Numbers
  - c. Name of Contact Person and Phone Number
  - d. Will they be **billing** or **absorbing** incoming vouchers?
  - e. **What is their Payment Standard \$\_\_\_\_\_ for your bedroom size\_\_\_\_\_?**
  - f. **Will they require personal background checks from Flagstaff, AZ?**
  - g. How soon can an appointment be scheduled Date\_\_\_\_\_Time\_\_\_\_\_ and what is their policy &/or procedure regarding portability.
  
- 3.) **Most Housing Authorities require one year leases. Make sure this is where you want to live for at least one year.**
  
- 4.) **Be sure to put your Notice to Vacate in writing to your current landlord and submit at least 30 Days PRIOR to the date you want to move out. *The move-out date must be the last day of the month.* If you are currently in a lease, your landlord's signature of approval is required on the 30 Day Notice you provide to the CFHA.**
  
- 5.) **The CFHA portability contact is your Section 8 Housing case worker. Once you complete your request, she will determine your approval and will guide you through the portability process. Do not make any arrangements to move until you have been notified of your approval first. In addition, you will need an appointment with your caseworker to sign the voucher before it can be sent to the new housing authority.** Ei 11/27/2007

# CITY OF FLAGSTAFF HOUSING AUTHORITY

3481 N. FANNING DRIVE, FLAGSTAFF, AZ 86004

(928)213-2730 / FAX (928)526-3734 TTY 711



## PORTABILITY REQUEST

**Statement of Understanding:** \_\_\_\_\_ I understand that the Housing Authority I request to transfer to, will require me to provide current verification of family composition, income, assets, expenses, social security cards for all family members, personal background checks and other verifications they deem necessary. \_\_\_\_\_ I also understand that this process may take a few weeks, and that I may incur additional financial expenses and am expected to be prepared to find other living arrangements until this process is completed.

\_\_\_\_\_  
**Signature of Head of Household**

\_\_\_\_\_  
**Date**

### Family Must Complete All Requested Information:

Name of Head of Household: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### Please Transfer My Housing Assistance to:

Name of Housing Authority: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Payment Standard \$ \_\_\_\_\_ for \_\_\_\_\_ Bdrm. (at new housing authority)

Contact Person: \_\_\_\_\_

Last Day at Current Residence: \_\_\_\_\_

Date Landlord received Notice to Vacate: \_\_\_\_\_ Copy to CFHA: Y\_\_N\_\_

**My Forwarding Address is:** \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone where I can be reached: \_\_\_\_\_

*The City of Flagstaff Housing Authority does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. Please contact the Maintenance Manager / CFHA 504 Coordinator with questions or concerns (928)213-2753.*

# Arizona - Public Housing Authority (PHA)

## 2020 Directory

HA Code	PHA Name, Phone & Fax Number	Address	Type
AZ034	<b><a href="#">Cochise County</a></b> <b>Phone:</b> (520)432-8880 <b>Fax:</b> (520)432-8890 <b>Email:</b> abaca@cochise.az.gov	1415 Melody Lane Building A <b>Bisbee</b> AZ 85603	Section 8
AZ010	<b><a href="#">Pinal County Housing Authority</a></b> <b>Phone:</b> (520)866-7201 <b>Fax:</b> (520)866-7235 <b>Email:</b> adeline.allen@pinalcountyz.gov	970 N. Eleven Mile Corner Road <b>Casa Grande</b> AZ 85222	Combined
AZ028	<b><a href="#">Chandler Housing &amp; Redevelopment Division</a></b> <b>Phone:</b> (480)782-3200 <b>Fax:</b> (480)782-3220 Email: amy.jacobson@chandleraz.gov	235 S. Arizona Avenue. <b>Chandler</b> AZ 85225	Combined
AZ037	<b><a href="#">Douglas Housing Authority</a></b> <b>Phone:</b> (520)417-7385 <b>Fax:</b> (520)417-7158 <b>Email:</b> xenia.gonzalez@douglasaz.gov	425 E. 10 <sup>th</sup> Street <b>Douglas</b> AZ 85607	Section 8
AZ021	<b><a href="#">Eloy Housing Authority</a></b> <b>Phone:</b> (520)466-7162 <b>Fax:</b> (520)466-4223 <b>Email:</b> cindherrera.cha@gmail.com	100 W. Phoenix Avenue <b>Eloy</b> AZ 85231	Combined
AZ006	<b><a href="#">City of Flagstaff Housing Authority</a></b> <b>Phone:</b> (928)213-2730 <b>Fax:</b> (928)526-3734 <b>Email:</b> housing@flagstaffaz.gov	3481 N. Fanning Drive <b>Flagstaff</b> AZ 86004	Combined
AZ003	<b><a href="#">City of Glendale Housing Authority</a></b> <b>Phone:</b> (623)930-3701 <b>Fax:</b> (623)930-1064 <b>Email:</b> dparedes@glendaleaz.com	6842 N. 61 <sup>st</sup> Avenue <b>Glendale</b> AZ 85301	Combined
AZ045	<b><a href="#">Gila County Housing Authority</a></b> <b>Phone:</b> (928)425-7631 x-8661 <b>Fax:</b> (928)425-9468 Email: mbuzan@gilacountyz.gov	5515 S. Apache Avenue <b>Globe</b> AZ 85501	Section 8
AZ043	<b><a href="#">Mohave County Housing Authority</a></b> <b>Phone:</b> (928)753-0723 <b>Fax:</b> (928)753-0776 <b>Email:</b> dave.wolf@mohavecounty.us	700 W. Beale Street <b>Kingman</b> AZ 86401	Section 8
AZ005	<b><a href="#">City of Mesa Housing Authority</a></b> <b>Phone:</b> (480)644-3536 <b>Fax:</b> (480)644-2923 <b>Email:</b> ruth.giese@mesaaz.gov	20 E. Main Street Suite 250 <b>Mesa</b> AZ 85211	Section 8
AZ023	<b><a href="#">Nogales Housing Authority</a></b> <b>Phone:</b> (520)287-4183 <b>Fax:</b> (520)287-4802 Email: jkissinger@nogalesaz.gov	951 N. Kitchen Street <b>Nogales</b> AZ 85621	Combined
AZ009	<b><a href="#">Housing Authority of Maricopa County</a></b> <b>Phone:</b> (602)744-4500 <b>Fax:</b> (602)253-9268 <b>Email:</b> <a href="mailto:g.munoz@maricopahousing.org">g.munoz@maricopahousing.org</a>	8910 N. 78 <sup>th</sup> Avenue <b>Peoria</b> AZ 85345	Combined

AZ880	<b><u>Arizona Behavioral Health Corporation</u></b> <b>Phone:</b> (602)507-6746 <b>Fax:</b> (602)265-4680 <b>Email:</b> mikeshore@hominc.com	5326 E. Washington Street <b>Phoenix</b> AZ 85034	Section 8
AZ001	<b><u>City of Phoenix Housing Department</u></b> <b>Phone:</b> (602)262-6794 <b>Fax:</b> (602)534-4516 <b>Email:</b> cindy.stotler@phoenix.gov	251 W. Washington Street 4 <sup>th</sup> Floor <b>Phoenix</b> AZ 85003	Combined
AZ901	<b><u>Arizona Department of Housing</u></b> <b>Phone:</b> (602)771-1000 <b>Fax:</b> (602)771-1013 <b>Email:</b> carol.ditmore@azhousing.gov	1110 W. Washington Street Suite 280 <b>Phoenix</b> AZ 85007	Section 8
AZ032	<b><u>Scottsdale Housing Agency</u></b> <b>Phone:</b> (480)312-7717 <b>Fax:</b> (480)312-7761 <b>Email:</b> malbanese@scottsdaleaz.gov	Paiute Neighborhood Center 6535 E. Osborn Road, Bldg. #8 <b>Scottsdale</b> AZ 85251	Section 8
AZ013	<b><u>Yuma County Housing Department</u></b> <b>Phone:</b> (928)304-7325 <b>Fax:</b> (928)304-7334 <b>Email:</b> Gloria.Mallek@yumacountyaz.gov	8450 W. Highway 95 Suite 88 <b>Somerton</b> AZ 85350	Combined
AZ025	<b><u>South Tucson Housing Authority</u></b> <b>Phone:</b> (520)623-8481 <b>Fax:</b> (520)770-0051 <b>Email:</b> stha@theriver.com	1713 S. 3 <sup>rd</sup> Avenue <b>South Tucson</b> AZ 85713	Combined
AZ031	<b><u>Tempe Housing Authority</u></b> <b>Phone:</b> (480)350-5428 <b>Fax:</b> (480)350-8902 <b>Email:</b> naomi_farrell@tempe.gov	3500 S. Rural Road 2 <sup>nd</sup> Floor <b>Tempe</b> AZ 85282	Section 8
AZ004	<b><u>Housing &amp; Community Development Tucson</u></b> <b>Phone:</b> (520)791-4171 <b>Fax:</b> (520)791-5407 <b>Email:</b> liz.morales@tucsonaz.gov	310 N. Commerce Park Loop <b>Tucson</b> AZ 85745	Combined
AZ033	<b><u>Pima County Housing Authority</u></b> <b>Phone:</b> (520)791-4171 <b>Fax:</b> (520)791-5407 <b>Email:</b> liz.morales@tucsonaz.gov	310 N. Commerce Park Loop <b>Tucson</b> AZ 85745	Section 8
AZ041	<b><u>Williams Housing Authority</u></b> <b>Phone:</b> (928)635-4717 <b>Fax:</b> (928)635-2711 Email: gmikkelsenjr@gmail.com	620 W. Sheridan Avenue <b>Williams</b> AZ 86046	Combined
AZ008	<b><u>Winslow Public Housing Authority</u></b> <b>Phone:</b> (928)289-4617 <b>Fax:</b> (928)289-3848 Email: ksalazar@winslowaz.gov	900 Henderson Square <b>Winslow</b> AZ 86047	Combined
AZ035	<b><u>Yuma City Housing Authority</u></b> <b>Phone:</b> (928)782-3823 x-128 <b>Fax:</b> (928)376-0399 Email: michaelm@hacy.org	420 S. Madison Avenue <b>Yuma</b> AZ 85364	Combined

**Type:** Indicates the type of program administered by a PHA. "Combined" represents administration of both Section-8 and Low-rent programs.

The listing is in order by city and based on the information in IMS/PIC system.

\*\*found at [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/pha/contacts](https://www.hud.gov/program_offices/public_indian_housing/pha/contacts) \*\*