



NEW CASTLE COUNTY HOUSING AUTHORITY
Housing Choice Voucher Program

77 READS WAY, NEW CASTLE, DE 19720 • NEWCASTLEDE.GOV
(302) 395-5600 • FAX (302) 395-5591

REQUEST FOR PORTABILITY

PART 1 – Head of Household (Voucher Holder) Information (Please Print)

Name: _____ SS#: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

PART 2 – Important Info About the Portability Process (Disclosure and Acknowledgment)

- **Each Housing Authority (PHA) has its own rules, regulations and deadlines.**
- **Fair Market Rent, and both Rental and Utility Payment Standards may be different.**
- **The new PHA will issue you their Voucher, which may change in size (# of bedrooms).**
- **The new PHA may re-verify income, household composition and criminal background check.**
- **If you are new to HCV program and have not previously received rental assistance, your income must meet the income eligibility limits of the area where you are transferring.**

→ **To acknowledge that you have read and understand this, INITIAL HERE:** _____ ←

PART 3 – Information About the Receiving PHA / New Jurisdiction (Please Print)

PHA Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Portability Caseworker / Contact Name: _____

PHA / Caseworker Email: _____

Head of Household Signature: _____ **Date:** _____

*Completed **Requests for Portability** should be sent or delivered to the voucher holder's current NCCCHA housing assistant (case worker) or emailed to HousingChoiceVoucher@NewCastleDE.gov.*