



*Neighborhood Services*  
**City of Tyler**  
900 W. Gentry Pkwy. Tyler, Texas 75702  
Ph# (903) 531-1303  
Fax# (903) 531-1333

**FORMAL PORTABILITY REQUEST**

I, \_\_\_\_\_, hereby formally request that a portability transfer package be sent to the Housing Authority / Agency list below:

\_\_\_\_\_  
Full official name of Housing Authority / Agency

\_\_\_\_\_  
Name of Authority / Agency Contact Person

\_\_\_\_\_  
Full Street or mailing address

\_\_\_\_\_  
Telephone Number of Contact Person

\_\_\_\_\_  
City, State and ZIP code

\_\_\_\_\_  
Authority / Agency FAX Number and  
E-mail address

**TO BE FILED WITH TERMINATION / 60-DAY NOTICE**

X \_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Date

Address:  
(Housing Agency will send your  
appointment letter to this address)

\_\_\_\_\_  
\_\_\_\_\_

Phone Number:

\_\_\_\_\_

- \*\*\* 60-Day Notice to Move form signed by Landlord must be provided.
- \*\*\* Once your request to move is approved, we will send a copy of your information to the receiving PHA, within 2 days you can contact them if they received or processed your information.

**WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the U.S. as to any matter within its jurisdiction.**