



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

FORMAL PORTABILITY REQUEST

I, _____, have signed and provided a 60-day notice to my landlord. I have
(First & Last Name)
completed a Notice to Move form, signed by both the owner and me. I have chosen to port my voucher and
hereby formally request that a portability transfer package be sent to the Housing Authority / Agency I have
specified listed below:

RECEIVING AGENCY'S INFORMATION *(where your information will be sent)*

Housing Authority / Agency

Contact Person *(First and Last Name)*

Street or Mailing Address

Telephone Number *(include area code)*

City, State & Zip Code

() -
Fax Number or E-mail Address

*** Once your request to move is approved, we will send a copy of your information to the receiving agency.
You will receive an email from our agency when your information has been sent to the receiving agency.**

MY CONTACT INFORMATION *(to be used after you move/ port)*

Street or Mailing Address

() -
Telephone Number *(include area code)*

City, State & Zip Code

E-mail Address

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.

My signature below indicates that I understand all instructions and terms listed in this Notice to Move form.

Signature of Tenant

Phone Number

Date

Portability Request

It is the responsibility of the voucher holder to obtain all required information to complete the port-related forms. Tyler Housing Agency **will not authorize port requests** 1) if the family is in violation of a family obligation, owes money to the agency and/or existing owner, has moved out of its assisted unit in violation of the lease, or 2) without the required completed forms and documentation.

Before porting, please ensure that you have:

- Resolved all debts owed to your current owner.
- The necessary funds required for all deposits.
- A general idea of where you would like to relocate and reside.
- Prepared to move from your current unit on the date provided on the Notice to Move Form.

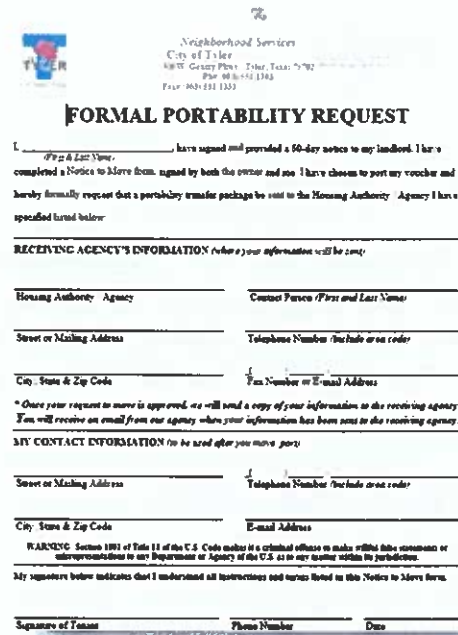
PORT REQUEST

Please follow the steps below if you have chosen to port your voucher to another jurisdiction:

- You are required to submit the following forms:
 - **Formal Portability Form**, completed, signed, and dated by the voucher holder, **AND**
 - **Notice to Move Form**, signed and dated by both you and the owner
- Attend a port briefing at Neighborhood Services (Tyler Housing Agency), as specified.

Additional Information:

- Requests to void a port cannot be changed once the initial agency receives billing information from the receiving agency.



The image shows a 'Formal Portability Request' form from the Tyler Housing Agency. At the top, it says 'Neighborhood Services City of Tyler, 18101 Greasy Pine, Tyler, Texas 75702, Phone 903-531-1303, Fax 903-531-1333'. The title is 'FORMAL PORTABILITY REQUEST'. The first section is a declaration: 'I, [Name], have signed and provided a 60-day notice to my landlord. I have completed a Notice to Move form, signed by both the owner and me. I have chosen to port my voucher and hereby formally request that a portability transfer package be sent to the Housing Authority. Agency I have specified listed below.' The second section is 'RECEIVING AGENCY'S INFORMATION (where your information will be sent)'. It has fields for 'Housing Authority / Agency', 'Contact Person (First and Last Name)', 'Street or Mailing Address', 'Telephone Number (include area code)', 'City, State & Zip Code', and 'Fax Number or E-mail Address'. A note says: '* Once your request to move is approved, we will send a copy of your information to the receiving agency. You will receive an email from our agency when your information has been sent to the receiving agency.' The third section is 'MY CONTACT INFORMATION (to be used after you move port)'. It has fields for 'Street or Mailing Address', 'Telephone Number (include area code)', 'City, State & Zip Code', and 'E-mail Address'. A warning states: 'WARNING: Section 101 of Title 11 of the U.S. Code makes it a criminal offense to make, publish, communicate or disseminate information to any Department or Agency of the U.S. as to any matter within its jurisdiction.' A signature line says: 'My signature below indicates that I understand all instructions and terms listed in this Notice to Move form.' The bottom has fields for 'Signature of Tenant', 'Phone Number', and 'Date'.

If you have any additional questions regarding requests to port, please do not hesitate to contact the agency through email nbsportability@tylertexas.com, phone (903) 531-1303, or fax (903) 531-1333.