

REQUEST FOR EXTENSION OF VOUCHER

FOR OFFICE USE ONLY:		<input type="checkbox"/> Port-In— Initial HA approval required	
<input type="checkbox"/> Applicant	<input type="checkbox"/> Participant	<input type="checkbox"/> Port-Out	
Request made prior to expiration date of voucher? <input type="checkbox"/> Yes <input type="checkbox"/> No		RTA Submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Documentation supports request? <input type="checkbox"/> Yes <input type="checkbox"/> No		RA only Approved / Denied Attach documentation	
Voucher Issue date: _____ Expiration date (60 days): _____		Initial HA Rep name: _____ Dt. _____	
Suspension / Trolling / Stop the Clock	<input type="text" value="Dt Stopped"/> <input type="text" value="Dt began"/>	<input type="text" value="Dt Stopped"/> <input type="text" value="Dt began"/>	_____
(to include consideration of the extension)	<input type="text" value="Dt Stopped"/> <input type="text" value="Dt began"/>	<input type="text" value="Dt Stopped"/> <input type="text" value="Dt began"/>	_____
Reason: _____	30-day extension Exp Date: _____	Approved / Denied	GHA Rep: _____
Reason: _____	Additional <u>30-day</u> extension Exp Date: _____	Approved / Denied	GHA Rep: _____
Extenuating Circumstances? _____			
----- 120 day Maximum -----			
RA: _____	_____ days extension Exp Date: _____	Approved / Denied	GHA Rep: _____
Documentation supports request? <input type="checkbox"/> Yes <input type="checkbox"/> No Not to exceed 180 days in total: issuance & extensions.			
...not create "undue financial and administrative burden" or result in a "fundamental alteration"...			
Adminplan 2.II.B-E			
Cont. _____			

Denying A Family's Request To Move

The GHA is **required to deny** a family's request to move, to applicants who that are not eligible in a particular jurisdiction and for families that have moved out of their assisted unit in violation of the lease. There are exceptions to this under VAWA. The GHA requires proof of proper **written notice with a signature** (not email or text message) given to your current landlord, of your intent to move i.e., **minimum 30 days' advance notice**.

The GHA **may deny** a family's request to move:

- due to a family's action or failure to act
- when the request to move does not comply with GHA policy on timing, within the initial lease term
- if frequency of a move is more than one move during any one-year period
- should the GHA have insufficient funding;
- of a non-resident applicant family's, as they have no right to move under portability for 12 months from the time the family is admitted to the Housing Choice Voucher program.

AdminPlan 3-III.A-G.
10-I.A-C.

Port-in Applicants/Participants—An Extension will be restricted.—You MUST be under a HAP Contract within 90 days following the expiration date of the initial PHA. You must submit a completed RTA during this timeframe, otherwise your paperwork will be returned to the initial housing authority, for you to use elsewhere.

AdminPlan 10.II.A.

NOTICE OF PORTABILITY

WHAT IS PORTABILITY?
Portability is a term used to describe a family's ability to rent a dwelling unit outside the jurisdiction of the initial PHA and receive Section 8 tenant based assistance.

It is the policy of the Gardner Housing Authority to limit portability for the initial lease term of the voucher holder.

What this means is that families will not be permitted to move outside the immediate vicinity of Gardner, MA during the initial year of assisted occupancy (except for those who lived in Gardner at the time of their application). After that, families may move to any jurisdiction within the United States of America. This includes Hawaii, Alaska, and Puerto Rico.

TO USE YOUR PORTABILITY OPTION:
If, after the initial lease term, you choose to move under the portability provisions, you must contact your Program Representative to receive a new voucher, new Request for Tenancy forms, and be informed of the correct process for moving to another jurisdiction.

The applicable payment standard, Fair Market Rent, and occupancy standards may vary from one jurisdiction to another. The new housing authority may choose to absorb the family into their own program.

The Gardner Housing Authority may deny portability moves, and moves within the PHA jurisdiction, if the PHA does not have sufficient funds under its calendar year budget to subsidize families that move to a higher cost area or unit.

Any request for a **Voucher Extension must be made by the family prior to the expiration date of the voucher**; and made **directly to the initial housing authority**. There are strict regulations and timeframes for portability. The issuance of voucher from the initial housing authority, will have at least 30 days remaining, prior to the expiration date. Upon receipt, the receiving housing authority will issue a voucher with an of expiration date of 60 days. **Pay close attention to these dates, as they are not consecutive** (one right after the other). In order to receive or continue to receive assistance, the family **must** be under a HAP contract **within 90 days** following the **expiration date of the initial PHA's voucher term** (including any extensions). **If you are unable to find housing, all paperwork will be returned to the initial housing authority. If you fail to notify them before your voucher expires, of your intent to request an extension and search on another jurisdiction, you may lose your voucher and have to re-apply.**

PHA Policy: If an applicant family's voucher term or extension expires before the PHA has approved a tenancy, the PHA will require the family to reapply for assistance.

AdminPlan 10-II.A-C.