



Name: \_\_\_\_\_

Due Date: \_\_\_\_\_

### INCOMING PORTABILITY REQUIREMENTS

You should anticipate the port-in process to take approximately ten to fifteen working days depending on your ability to submit required documentation in a timely manner.

- You are not approved for Section 8 HCV assistance in Suisun City until we have reviewed your income, allowances, and family composition.
- Your voucher size and housing assistance will be determined by Suisun City Housing Authority (SCHA) and may differ substantially from the assistance you have been receiving from your present housing authority.

#### Portability Packet:

Sealed portability packets will be accepted by mail from your initial Housing Authority, or you may hand carry the sealed packet to the Suisun City Housing Authority. We do not accept faxed Portability Packets.

#### Adding household members when porting-in:

Section 8 HCV participants, who wish to add additional household members when porting to Suisun City, must do so with their current housing authority prior to Suisun City allowing the port-in.

#### Criminal Background Checks:

Suisun City will request a criminal background check on all household members ages 18 or older. We will not begin assistance until we have received a clear criminal background report.

#### Payment Standard:

The Payment Standard determines the amount of federal assistance provided by voucher size. The rent approved to your landlord must be comparable to other units of similar size in the neighborhood. Our current payment standards are as follows:

1-Bdrm: \$2,100   2-Bdrm: \$2,332   3-Bdrm: \$3,200   4-Bdrm: \$3,850   5-Bdrm: \$4,400

#### Required Documentation:

You are required to supply the following verifications:

- Picture identification for ALL adults in household (CA Driver's License or CA ID Card)
- Birth Certificates for all household members
- Social Security Cards for all household members
- Last six (6) pay statements or pay stubs (for all persons in household 18 years and older)
- Current SSA/SSI printout (all pages for everyone in household receiving benefits)
- Current TANF print out and or proof of disregard.
- Current Child support (DA's print out for past 12 months)
- Current court ordered Alimony verification ordered or agreed upon.
- Current & complete six (6) months checking account statements.
- Current & complete one (1) month Savings statement.
- Childcare verification of expenses paid for the past 12 months.
- Medical expense verification (only if Elderly or Disabled) that are ongoing.
- Stocks, bonds and money market certificates, retirement accounts, or real estate

- Current Federal Tax Return (1040 and W-2's)

Voucher Bedroom Size allocation:

- One bedroom will be allocated to the head of household and spouse or significant other and thereafter, one bedroom per each two family members.
- Space will not be provided for a family member who will be absent most of the time, such as a member who is away in the military or away at college.
- Foster children may be included in determining unit size only if they have been with the applicant/tenant for more than 18 months. This must be documented by the licensing or placement agency.
- The SCHA has the right to consider a living room as a sleeping area.

If you are a Family Self Sufficiency or Section 8 Homeownership participant, you should know that Suisun City does not currently participate in either of these programs and you should inform your representative.