

Appointment Date & Time: \_\_\_\_\_

## **INCOMING PORTABILITY REQUIREMENTS**

You should anticipate the port-in process to take approximately ten to fifteen working days dependant 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 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 age 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. Suisun City Housing Authority Payment Standards are as follows:

1-Bdrm: \$1,463   2-Bdrm: \$1,767   3-Bdrm: \$2,546   4-Bdrm: \$2,943   5-Bdrm: \$3,385

### **Port-In Certification Appointment**

An appointment for port-in certification is required and will be scheduled upon receipt of a Request for Tenancy. ALL HOUSEHOLD MEMBERS 18 YEARS AND OLDER MUST ATTEND THIS APPOINTMENT.

You are required to bring the following documents to your appointment:

- Picture identification for ALL adults in household (CA Driver's License or CA ID Card)
- 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 (Four Pages WHIS, WCAS, WCHS, WPER); proof of disregard
- Child support (DA's print out for past 12 months) - 435 Executive Court N, Fairfield;
- Alimony paperwork to show amount of alimony ordered;
- Past **three (3)** months checking and past **three (3)** months savings account statements
- Childcare verification of expenses paid
- Medical expense verification (only if Elderly or Disabled)
- Bonds, stock and money market certificates, retirement accounts, or real estate
- Current DMV registration for cars, trucks, motorcycles, trailer, motor homes, boats
- Current Federal Tax Return (1040 and W-2's)

### **Voucher Bedroom Size**

- One bedroom will be allocated to head of household and other adult having a spousal relationship and thereafter, one bedroom per 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.
- Additional subsidy will only be given for the addition of immediate family members of the head of household or spouse (only mother and/or father with medical needs, minor children by birth) or court awarded custody of minors.

### **Family Self Sufficiency & Section 8 Homeownership Programs**

If you are a Family Self Sufficiency (FSS) participant, you should know that Suisun City does not currently participate in the FSS program. Should you be in a position to graduate from the program prior to porting to Suisun City, it would be in your best interest to do so or you will be forfeiting your FSS Escrow funds.

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.