



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

PORT OUT REQUEST FORM

If you are wishing to port your voucher from Clermont Metropolitan Housing Authority (CMHA) to another Public Housing Authority (PHA), complete the information below for that PHA:

Name of Receiving Public Housing Authority (RHA):

Contact Person: _____

Address: _____

City, State & Zip _____

Phone # _____ Fax # _____

E-Mail Address for other PHA: _____

The voucher issued by the Receiving Housing Authority (RHA) **must** have an expiration date of at least 30 days after the expiration date of the voucher issued by CMHA. While the RHA may provide additional search time according to their existing policies, the billing deadline of 90 days after the expiration of the CMHA's voucher remains in effect.

Tenant Name: _____ **Last 4 of SSN#** _____

Current Address: _____

City, State & Zip _____

Phone # _____ Cell # _____

E-Mail Address: _____

Signature _____ Date _____

Applicant Family (First Time Voucher Holder)

If neither the head of household, co-head, or spouse had legal residence in Clermont County at the time of their initial pre-application for the HCV Program, the family **will not** be permitted to exercise portability upon initial issuance of a voucher, unless a manager approves the request.

RHA:

Your PHA is ___ Absorbing or ___ Billing for this family.

If your PHA is billing CMHA:

Taxpayer ID# _____ & PHA code _____.

Please send the Billing Information to:

Clermont Metropolitan Housing Authority

Attn: Becky Richardson

65 S Market St

Batavia, OH 45103

Phone: 513-732-6010

Fax: 513-732-0851

Email: Portability@clermontmha.org