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