

Portability Request Information Form

Information you need if you plan to PORT to our jurisdiction

Agency Name: City of Paducah Section 8 HCV Program

Address: 2330 Ohio St Paducah KY 42003

(Elmwood Court Complex Building)

Phone: 270-450-4239

Fax: 270-408-2131

PHA Code: KY137

Contact: Lasica Allen McEwen

lmcewen@paducahhousing.com

email address: all lower case (first letter is L (l) and not an I(i))

Phone: 270-450-4238

Please have your agency send all your PORT paperwork. You must follow their PORT procedures to ensure you have authorization to PORT. Remember to give us your correct address where we need to send documents prior to getting your appointment to place an application with this agency.

In-person interviews are required. Interviews are scheduled on Mondays and Tuesdays only between 8:30 am -10:45 am.

Please send all confidential information encrypted or via fax

I, _____ would like to request a transfer to:

Name of Section 8 Agency or Public Housing Authority: _____

Address: _____

City _____ St _____ Zip _____

Phone Number of Agency: _____ Fax # _____

Receiving Portability Specialist Name: _____

Receiving Portability Specialist Email: _____

Does your agency participate in the Family Self-Sufficiency (FSS) Program? Yes _____ No _____

I understand that I cannot owe any debt and a new housing voucher must be issued for portability.
This is required to process a request to transfer to another housing agency.

Important Information

- Your portability packet will be sent to the above-listed housing agency once the request is made in writing and all additional documents are received. You must fulfill a one-year lease to be eligible to PORT to another jurisdiction if you are not a resident of McCracken County, KY .
- If you are requesting to PORT at the issuance of your voucher, your address at the time of your application must be a McCracken County, KY address.
- If a request to PORT is denied or you changed your mind about porting, you must request the receiving agency return your packet back to Section 8. Please request an email be sent to sbrooks@paducahhousing.com Subject: Port Back Mail: Section 8 2330 Ohio St Paducah KY 42003. The agency will allow you to use the remaining time left on your voucher to search for a unit.
- If your landlord allows you to keep the unit you are residing at then we will pick up with the payment if the unit passes inspection, you have the utilities on in your name/spouse's name before the 20th of the month. If the lease and inspection or verification is after the 20th of the month, than the payment will resume on the 1st of the next month.

Tenant Email Address

Tenant Phone #

Tenant Signature

Date