



## Are you requesting to port your voucher to the Housing Authority of Snohomish County (HASCO)?

To port to HASCO, the following steps must be taken:

1. Contact your current housing authority, where you currently have your housing choice voucher with. They are considered your “initial housing authority.” Your currently assigned housing specialist, at your initial housing authority, will need to determine if you are eligible to port out of their jurisdiction.

**HASCO is not absorbing vouchers; we are billing the initial housing authority.**

If you are eligible to port, your initial housing authority will issue you a voucher to allow you to port and prepare your paperwork for HASCO, the “receiving housing authority.”

2. Your initial housing authority will need to send your portability documentation to HASCO’s portability specialist by one of the following contact methods:
  - **Email:** [port@hasco.org](mailto:port@hasco.org) (**PREFERRED**)
  - **Fax:** (425) 290-5618 (Attention: PORTABILITY)
  - **Mail:** Housing Authority of Snohomish County Attn: Portability  
12711 4<sup>th</sup> Ave W Everett, WA 98204
3. Within 5-10 business days of your initial housing authority notifying you that your portability documentation has been sent to HASCO, you will be contacted by the HASCO portability specialist regarding a portability briefing.

If you have not heard from HASCO regarding your portability status within 5 business days of when your paperwork was sent, please contact our office.

Please keep in mind that it can take your initial housing authority **5-10 business days** to get your portability documents prepped and sent to the receiving housing authority. It will then take an additional **5-10 business days** before your voucher and portability briefing folder will be available for you.

*Ways Home. Paths Forward.*



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(425) 290-8499 Phone • (425) 290-5618 Fax  
[www.hasco.org](http://www.hasco.org) • 12711 4th Ave West • Everett, WA 98204

4. You will meet individually with the HASCO portability specialist for your port in briefing. The portability specialist will contact you by phone and/or email to notify you that your portability folder is ready to be picked up. When you come into our office, please inform the client services representative that you are a portability client and have been notified to come into the office for a briefing with the portability specialist.
5. When you meet with the portability specialist, they will give you a voucher issued from HASCO and other necessary paperwork that all adult household members will need to sign. You may bring all adult household members with you to the briefing.

At the briefing, you will also be provided documents regarding HASCO's policies, your family obligations, and some helpful information to assist you in your search for housing. The portability specialist will go over all the documents in the portability briefing folder and answer any questions you may have.

**An inspection request may be delayed if you fail to return all required documents, completed and signed by all adult household members, from your portability briefing folder.**

#### **Family Self-Sufficiency (FSS) Program**

HASCO does not participate in the FSS program. If you are porting to our area and you are a current FSS participant, please discuss with your current FSS caseworker on how a portability move will affect your FSS participation.

#### **Home Ownership Program**

HASCO is not participating in the Home Ownership program. Please contact other housing authorities if this is a program that you would like to participate in.

#### **Payment Standards and Voucher Size**

Payment standards are the maximum amounts family units can be subsidized for. HASCO's payment standards are based on the number of bedrooms in the unit.

HASCO determines the appropriate number of bedrooms that a voucher can be issued for under the Housing Authority of Snohomish County's subsidy standards. **Your family will be issued a voucher based on the household composition.** The family unit size does not dictate the size of unit the family must lease, nor does it determine who will share a bedroom/sleeping room within a household.

**The portability specialist will not know what bedroom size voucher or what rent amounts you qualify for until HASCO receives your portability documents from your initial housing authority.**

If you need an interpreter, please call our office and one will be provided free of charge.



**If you are in need of an interpreter to assist you with the paperwork or to respond to our letter, please let us know.**

**Arabic**

إذا كنت بحاجة إلى مترجم لمساعدتك بالاوراق أو الرد على رسالتنا، الرجاء اعلامنا.

**Bosnian**

Ako ti trebas prevodioca za pomoc oko papira ili da se javis nama na nasa pisma, molimo te da nam to kazes ili stavis do znanja.

**Farsi**

اگر برای پرکردن فرم و یا جواب دادن به نامه ما به مترجم احتیاج دارید، لطفاً به ما اطلاع دهید.

**Hearing Impaired**

Sign language interpreters are available upon request to assist you with the paperwork or to respond to our letter.

**Russian**

Если вы нуждаетесь в услугах переводчика, чтобы помочь вам заполнить формы или ответить на наше письмо, пожалуйста сообщите нам об этом.

**Somali**

Hadii aad ubaahan tahay turjubaan adiga kaa caawiyo warqadaha qoraalka ama jawaabta warqadaheena, fadlan nasoo ogaysiin.

**Spanish**

Si usted necesita un intérprete que le ayude con los papeles o para responder a nuestra carta, por favor informenos.

**Ukrainian**

Якщо вам потрібні послуги перекладача, щоб допомогти заповнити документи або відповісти на наш лист, будь-ласка повідомте нас.

**Vietnamese**

Xin hãy báo cho chúng tôi biết nếu quý vị cần thông dịch viên để giúp quý vị điền giấy tờ hay trả lời thư của chúng tôi.

# NEIGHBORING PHA CONTACT INFORMATION FOR PORTABILITY

## Washington State

Name of PHA	Address	Name of PHA	Address
<b><u>GRAYS HARBOR CO</u></b> Phone: (360) 532-0570 Fax: (360) 532-0775	602 East First Street <b>Aberdeen</b> WA, 98520	<b><u>ANACORTES</u></b> Phone: (360) 293-7831 Fax: (360) 293-8998	719 Q Avenue <b>Anacortes</b> WA, 98221
<b><u>BELLINGHAM</u></b> Phone: (360) 676-6887 Fax: (360) 676-7696	208 Unity Street <b>Bellingham</b> WA, 98225	<b><u>WHATCOM CO</u></b> Phone: (360) 676-6887 Fax: (360) 676-7696	208 Unity Street <b>Bellingham</b> WA, 98225
<b><u>BREMERTON</u></b> Phone: (360) 479-3694 Fax: (360) 616-8558	600 Park Ave <b>Bremerton</b> WA, 98337	<b><u>SKAGIT CO</u></b> Phone: (360) 428-1959 Fax: (360) 424-6005	1650 Port Drive <b>Burlington</b> WA, 98233
<b><u>ASOTIN CO</u></b> Phone: (509) 758-5751 Fax: (509) 758-8156	1212 Fair Street <b>Clarkston</b> WA, 99403	<b><u>ISLAND CO</u></b> Phone: (360) 678-4181 Fax: (360) 678-6969	7 NW 6 <sup>th</sup> Street <b>Coupeville</b> WA, 98239
<b><u>KITTITAS CO</u></b> Phone: (509) 962-9006 Fax: (509) 962-3575	107 W 11 <sup>th</sup> Ave <b>Ellensburg</b> WA, 98926	<b><u>EVERETT</u></b> Phone: (425) 339-1001 Fax: (425) 303-1122	3107 Colby Ave <b>Everett</b> WA, 98201
<b><u>SNOHOMISH CO</u></b> Phone: (425) 290-8499 Fax: (425) 290-5618	12711 4 <sup>th</sup> Ave W <b>Everett</b> WA, 98204	<b><u>KALAMA</u></b> Phone: (360) 673-3444 Fax: (855) 678-1825	226 Cloverdale Rd <b>Kalama</b> WA, 98625
<b><u>KELSO</u></b> Phone: (360) 423-3490 Fax: (360) 577-6694	1415 S 10 <sup>th</sup> Ave <b>Kelso</b> WA, 98626	<b><u>KENNEWICK</u></b> Phone: (509) 586-8576 Fax: (509) 582-7544	1915 W. 4 <sup>th</sup> Place <b>Kennewick</b> WA, 99336
<b><u>LONGVIEW</u></b> Phone: (360)423-0140 Fax: (360) 425-9930	820 11th Avenue <b>Longview</b> WA, 98632	<b><u>GRANT CO</u></b> Phone: (509) 762-5541 Fax: (509) 762-2202	1139 Larson Boulevard <b>Moses Lake</b> WA, 98837
<b><u>THURSTON CO</u></b> Phone: (360) 753-8292 Fax: (360) 586-0038	1206 12th Avenue SE <b>Olympia</b> WA, 98501	<b><u>OKANOGAN CO</u></b> Phone: (509) 422-3721 Fax: (509) 422-1713	431 5th Ave West <b>Omak</b> WA, 98841
<b><u>OTHELLO</u></b> Phone: (509) 488-3527 Fax: (509) 488-9769	335 N 3RD Avenue <b>Othello</b> WA, 99344	<b><u>PASCO AND FRANKLIN CO</u></b> Phone: (509) 547-3581 Fax: (509) 547-4997	2505 West Lewis Street <b>Pasco</b> WA, 99301
<b><u>PENINSULA</u></b> Phone: (360) 452-7631 Fax: (360) 457-7001	2603 S Francis Street <b>Port Angeles</b> WA, 98362	<b><u>RENTON</u></b> Phone: (425) 226-1850 Fax: (425) 271-8319	2900 NE 10th Street <b>Renton</b> WA, 98056
<b><u>KING CO</u></b> Phone: (206)574-1100 Fax: (206)574-1104	600 Andover Park West <b>Seattle</b> WA, 98188	<b><u>SEATTLE</u></b> Phone: (206) 615-3300 Fax: (206) 615-3504	190 Queen Anne Ave N <b>Seattle</b> WA, 98109

<b>Name of PHA</b>	<b>Address</b>	<b>Name of PHA</b>	<b>Address</b>
<b><u>SEDRO WOOLLEY</u></b> Phone: (206) 574-1100 Fax: (206) 574-1104	830 Township <b>SEDRO WOOLLEY</b> WA, 98284	<b><u>KITSAP CO</u></b> Phone: (360) 535-6100 Fax: (360) 535-6169	2244 NW Bucklin Hill Rd <b>Silverdale</b> WA, 98383
<b><u>SPOKANE</u></b> Phone: (509) 328-2953 Fax: (509) 327-5246	55 W Mission Ave <b>SPOKANE</b> WA, 99201	<b><u>SUNNYSIDE</u></b> Phone: (509) 837-5454 Fax: (509) 837-4150	204 S 13TH Street <b>SUNNYSIDE</b> WA, 98944
<b><u>TACOMA</u></b> Phone: (253) 207-4400 Fax: (253) 207-4440	902 S L Street <b>Tacoma</b> WA, 98405	<b><u>PIERCE CO</u></b> Phone: (253) 620-5400 Fax: (253) 620-5455	1525 108th St S <b>Tacoma</b> WA, 98444
<b><u>COLUMBIA GORGE</u></b> Phone: (541) 296-5462 Fax: (541) 296-8570	500 2nd St <b>The Dalles</b> OR, 97058	<b><u>VANCOUVER</u></b> Phone: (360) 694-2501 Fax: (360) 694-8369	2500 Main Street <b>Vancouver</b> WA, 98660
<b><u>WALLA WALLA</u></b> Phone: (509) 527-4542 Fax: (509)527-4574	501 Cayuse Street <b>Walla Walla</b> WA, 99362	<b><u>CHELAN CO AND WENATCHEE</u></b> Phone: (509) 663-7421 Fax: (509) 663-4761	1555 S Methow St <b>Wenatchee</b> WA, 98801
<b><u>YAKIMA</u></b> Phone: (509) 453-3106 Fax: (509) 494-7080	810 N 6TH AVENUE <b>Yakima</b> WA, 98902		

**U.S. DEPARTMENT OF  
HOUSING AND URBAN  
DEVELOPMENT**  
451 7<sup>th</sup> St SW  
Washington, DC 20410  
Phone: (202) 708-1112  
TTY: (202) 708-1455

Find the address of the HUD office near you at [https://www.hud.gov/program\\_offices/field\\_policy\\_mgt/localoffices](https://www.hud.gov/program_offices/field_policy_mgt/localoffices)

# How Portability Works

## What is Portability?

**"Portability"** in the Housing Choice Voucher (HCV) program refers to the process through which your family can transfer or "port" your rental subsidy when you move to a location outside the jurisdiction of the public housing agency (PHA) that first gave you the voucher when you were selected for the program (**the initial PHA**).

*The agency that will administer your assistance in the area to which you are moving is called the receiving PHA.*

New families have to live in the jurisdiction of the initial PHA for a year before they can port. But, the initial PHA may allow new families to port during this one-year period.



## What Happens Next?

1. You must notify the initial PHA that you would like to port and to which area you are moving.
2. The initial PHA will determine if you are eligible to move. For example, the PHA will determine whether you have moved out of your unit in accordance with your lease.
3. If eligible to move, the initial PHA will issue you a voucher (if it has not done so already) and send all relevant paperwork to the receiving PHA.
4. If you are currently assisted, you must give your landlord notice of your intent to vacate in accordance with your lease.

## Contacting the Receiving PHA

1. Your case manager will let you know how and when to contact the receiving PHA. Your case manager must give you enough information so that you know how to contact the receiving PHA.
2. If there is more than one PHA that administers the HCV program where you wish to move, you may choose the receiving PHA. The initial PHA will give you the contact information for the PHAs that serve the area. If you prefer, you may request that the initial PHA select the receiving PHA for you.

**Generally, the initial PHA is not required to give you any other information about the receiving PHAs, but you may wish to find out more details when contacting them (such as whether the receiving PHA operates a Family Self-Sufficiency or Homeownership program).**

# How Portability Works



## Before Porting, Things You Should Know

**Subsidy Standards:** The receiving PHA may have different subsidy standards. In other words, the initial PHA may have issued you a three-bedroom voucher, but the receiving PHA may, if appropriate for your family, issue you a two-bedroom voucher. Note, however, that the PHA's subsidy standards must comply with fair housing and civil rights laws. This includes processing reasonable accommodation requests that are necessary for qualified individuals with disabilities.

**Payment Standards:** The payment standards of the receiving PHA may be different for each PHA. Payment standards are what determine the amount of the rent that the PHA will pay on your behalf. If a receiving PHA's payment standards are lower than the initial PHA, then the portion of the rent you pay may be more than what you were paying at the initial PHA.

**Re-screening:** The receiving PHA may re-screen you using their own policies, which may be different than the initial PHA's policies and could result in them denying your request to move. When contacting the receiving PHA, you may want to ask whether they re-screen families moving into their area under portability and what are their policies for termination or denial of HCV assistance. This will assist you in determining if the receiving PHA's policies might prevent you from moving to their jurisdiction.

**Time Management:** You should manage the move so that you have enough time to arrive at the receiving PHA before the initial PHA voucher expires; otherwise, you may lose your assistance.

## Once at the Receiving PHA

1. The receiving PHA will issue you a voucher to search for a unit in its jurisdiction. Your voucher must be extended by 30 days from the expiration date on the voucher issued by the initial PHA.
2. When you submit a request for tenancy approval, the time on your voucher will stop until you are notified in writing whether the unit is approved or denied. The request for tenancy approval is the form you will submit to the receiving PHA once you find a unit, so that the receiving PHA can determine whether you may rent that unit under the program.
3. If you decide that you do not want to lease a unit in the area, the receiving PHA will return your voucher to the initial PHA. The initial PHA is not required to, but may, extend the term of your voucher so that you may search for a unit in the initial PHA's jurisdiction or port to another jurisdiction.

*Any additional instructions will be provided by the receiving PHA. PHAs must comply with all nondiscrimination and equal opportunity requirements in the portability process, including, but not limited to, the Fair Housing Act, Section 504 of the of the Rehabilitation Act, Title VI of the Civil Rights Act, and title II of the Americans with Disabilities Act.*