



**PORTABILITY - OUTGOING PACKET CHECKLIST**

Client Last Name: \_\_\_\_\_ Client First Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 SNRHA Staff: \_\_\_\_\_ Client #: \_\_\_\_\_

**All boxes are to be completed  before submitting file to Portability Team**

- Portability Request to Transfer**  
*Must have all signatures and all Receiving Housing Authority information must be complete.*
- Vacate Notice / Valid Documentation to Move**
- EIV and ALL Supporting Income Verifications**
- Signed Declaration 214 for ALL household members named on 50058 Legal Identity Documents for household members named on 50058**
  - *Adults (18yrs and Over)- ID/Social Security Card*
  - *Minors (17yrs and Under)-Birth Certificate/Social Security Card*
  - *Live In Aide- ID/Social Security Card (if applicable)*
- Debts Owed for ALL Adults (18 years and over)**
- Approval Verification for RA (if applicable)**
- Any other Miscellaneous Documents for the family (ie: VAWA, POA, Court paperwork, etc.)**

**To be completed by Portability Staff:**

- Approved**
- Rejected** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Portability Staff Member

\_\_\_\_\_  
 Date