



WARNING

SNRHA does not tolerate any fraudulent or misrepresentation at this housing authority. If you are caught, your Housing Choice Voucher will be terminated.

- * No Dual Subsidy—meaning that you cannot received subsidy under multiple programs and/or other PHAs.
- * Money Owed to any other PHA must be **PAID in FULL** before you are able to exercise the option to port.
- * Every client must fulfill a 12 month lease before they can port again or move to different unit. Unless as an approved reasonable accommodation.
- * Taking possession of the unit and not moving in to it, or subleasing to someone else is violation of your Housing Choice Voucher.
- * Housing Choice Voucher Expiring—All vouchers have an **expiration date**. Please ensure you submit a valid Request for Tenancy Packet prior to your Housing Choice Voucher expiration date, or you must request in writing for extension. You can only get one extension and only if you are eligible.



* Leasing from Relatives— You cannot lease a unit that is owned by a parent, child, grandparent, grandchild, sister, or brother using a Housing Choice Voucher, in accordance with HUD’s final rule effective 06/17/1998.

* Background Check— every client is **Required** to pass their metro and/or FBI fingerprints.

Southern Nevada Regional Housing Authority

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Las Vegas, NV 89125

Phone: 702-922-6900
Fax: 702-922-6929
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The Southern Nevada Regional Housing Authority (SNRHA) does not discriminate on the basis of disability, race, color, religion, age, national origin, familial status or sexual orientation. Our agency provides reasonable accommodations to disabled applications and participants to ensure programs and services are accessible. If you need a reasonable accommodation, please submit your request in writing to SNRHA at 380 N. Maryland Parkway, LV, NV 89101, Attn: ADA/504 Officer. SNRHA provides free translation and interpretation services for its clients.

If you feel you have a Fair Housing Complaint, please contact HUD at: 1-800-669-9777 or TTY: 1-800-927-9275. We also have Fair Housing Complaint forms in our lobby accessible to the public.

Si usted no puede leer este documento por favor pida la asistencia de nuestro personal bilingue. La Autoridad de Vivienda del La Region del Sur de Nevada proporciona servicios de traduccion para participantes y clientes. Si usted necesita esta forma en Espanol, porque no lee ingles o require que esta commuicaion sea interpretada o traducida por favor llame inmediatamente a nuestra oficina (702) 922-6906 para una interpresacion a traduccion gratuita.

*Southern Nevada Regional
Housing Authority*



Housing Choice Voucher Portability Brochures



**“Portability Can Be An Easy
Transition For Participants and
Staffs”**

SNRHA's Portability Procedures



to the Southern Nevada Regional Housing Authority's (SNRHA) Portability Program.

Las Vegas is one of the fastest growing cities in the nation with more than 5,000 new residents per month. We are striving to make portability moves as simple as possible while complying with HUD's portability guidelines. We know that porting to a different Public Housing Authorities (PHA) can be a difficult transition. We have developed this brochure to guide you to your new destination or assist you, after your arrival here to Las Vegas.

Porting Out to the New PHA

These are the steps required to port out to your new destination.

1. Fill out the Request for Portability form with the new PHA's information and submit it to your case manager.
2. Next, your case manager will submit a letter to the new PHA to see if they are absorbing or billing. If our agency is using 100% of its funding. The difference of the two is absorbing means that the PHA is accepting your Housing Choice Voucher and will absorb the cost. Billing means that the PHA will bill SNRHA for you relocated to their jurisdiction and your voucher will be administered by the new PHA. However, the new PHA's payment standard cannot be higher than SNRHA's payment standard. If it is, we may not be able to approve your request to port out, **unless** they are absorbing.
3. If everything has been approved, your case manager will contact you to schedule an appointment for you to bring in the Notice of Intend to Vacate (30 Day Notice).



4. At the time of your appointment you will be issued a new Housing Choice Voucher. Your case manager will gather your information to submit to the new PHA of your choosing. We will fax a copy of your information to the PHA, and also mail a certified hard copy to them.
5. After that, you can contact the new PHA within 5 to 7 calendar days to see if they have receive your information. Once your portability documents are sent, our portability specialist will have your file until billing forms have been received or as needed for annual recertification.

Porting In to Southern Nevada Regional Housing Authority Welcome to Las Vegas!

For the clients coming in from a different PHA to SNRHA the following steps are required:

1. The clients must notify its PHA (the initial) that they wish to exercise portability and transfer their Housing Choice Voucher to SNRHA.
2. The case manager of the initial PHA must approve the transfer according to their rules and guidelines, along with HUD regulations. **(Please note that participants who move out of their unit in violation of a lease cannot be given the option to exercise the portability.)**



3. Please refer back to section 4-5 on porting out section.
4. You are required to attend a briefing at the SNRHA. (Briefings are twice a month. Please contact us to confirm the briefing schedule and your appointment.) The briefing is approximately 2 hours long. Please make arrangement for you to be there for the whole time. **Please DO NOT bring any children to the briefing. Please DO NOT show up for a briefing without an appointment.**
5. Everyone in the household who is age 18 years or older must attend the briefing with the head of household. If you have a full time student, we will make consideration for them. If they can come please bring them with you to the briefing.
6. Please remember if you have any changes in your income or household composition, you are required to reported that changes within 10 calendar days "**in writing**". This includes if you got married.

