

Carroll County Housing and Community Development

Housing Choice Voucher Portability

How to Transfer Your Voucher

“Portability” in the Housing Choice Voucher Program refers to the process through which your family can transfer or “port” your housing rental subsidy when you move to a different area outside of Carroll County Housing’s jurisdiction. Your voucher is good anywhere in the U.S. or U.S. territories that has a Public Housing Authority with a Housing Choice Voucher Program. Follow the tips below to make your move into or out of Carroll County easier!

How to Port Out or Transfer to a New Housing Authority

If you are just coming off the Wait List and have lived in Carroll County, you may port right away. If you do not live in Carroll County, you must lease up in Carroll County Housing’s jurisdiction for one year before porting.

- ◆ If you want to port out, ask your Housing Specialist for a “Request to Transfer” form.
- ◆ Keep in mind that factors that affect how much rent you pay vary in different Housing Authorities, including payment standards, income limits, and how bedroom size is determined.
- ◆ Contact new Housing Authorities to get this information to help you in your decision making.

For current participants in our program:

- ◆ In order to port out, we will verify that your rent portion and utilities are up to date.
- ◆ You may be required to go through a recertification process if too much time has passed since your last annual meeting.
- ◆ Your Housing Specialist will contact the “Receiving” Housing Authority for additional information.
- ◆ Remember that you must continue to comply with your lease in Carroll County and give your landlord 30 days’ notice (or whatever your lease requires) before you move.

How to Port In or Transfer to Carroll County Housing from another Housing Authority

- ◆ Notify your current Housing Authority that you want to port to Carroll County.
- ◆ Your case worker at your current Housing Authority will verify that you have complied with the terms of your lease and that you are eligible to port.
- ◆ Your current Housing Authority will start processing the required paperwork.
- ◆ When you have been approved to port, you will be required to attend an eligibility meeting and a voucher briefing at Carroll County Housing.
- ◆ You will receive a Request for Tenancy Approval at the briefing, which will need to be completed by the landlord at the unit of your choice in Carroll County.
- ◆ Once we receive the Request for Tenancy Approval, an inspection will be scheduled to make sure the unit passes HUD’s Housing Quality Standards. The inspector then determines if the rent is reasonable by comparing it with similar units in the same area that do not receive housing assistance.
- ◆ The rental subsidy cannot begin until the date the unit passes inspection.



Key Things to Remember About Moving to a New Housing Authority

- ◆ Being able to move and choose the community where you want to live is one of the advantages of the Housing Choice Voucher Program.
- ◆ Money owed to any Housing Authority must be paid in full before you can exercise your portability option.
- ◆ Your rent portion may be different in another Housing Authority.
- ◆ Housing Choice Vouchers have an expiration date. You must submit a Request for Tenancy Approval completed by a landlord before your voucher expires.
- ◆ Fraud or misrepresentation of facts may result in penalties such as termination of your assistance, a Repayment Agreement, program ineligibility, and/or criminal prosecution.

Nearby Housing Authorities with Housing Choice Voucher Programs

Baltimore County Office of Housing

6401 York Road, First Floor
Baltimore, MD 21212
410.887.2766

City of Westminster Housing Office

56 W. Main St., Suite 1
Westminster, MD 21157
410.848.2261

Frederick County Department of Housing

401 Sagner Avenue
Frederick, MD 21701
301.600.1061

Hagerstown Housing Authority

45 W. Baltimore St.
Hagerstown, MD 21740
301.733.6911

Housing Authority of the City of Frederick

209 Madison Street
Frederick, MD 21701
301.662.8173

Housing Authority of Washington County

319 East Antietam Street, 2nd Floor,
Hagerstown, MD 21740
301.791.3168

Howard County Housing and Community Development

9820 Patuxent Woods Drive, Suite 224
Columbia, MD, 21046
410.313.6318

York Housing Authority

31 South Broad Street
York, PA 17403
717.845.2601

Carroll County Housing and Community Development

10 Distillery Drive, Suite 101

Westminster, MD 21157

410.386.3600

The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410.386.3600 or 1.888.302.8978 or MD Relay 7-1-1/1.800.735.2258 or email ada@carrollcountymd.gov as soon as possible but no later than 72 hours before the scheduled event.

