

FRANKLIN COUNTY HOUSING AUTHORITY



Your Home – Our Foundation

Portability Information

Participants Name: \_\_\_\_\_

I, \_\_\_\_\_, am requesting to port to another county. **I am aware that I need to give my current landlord notice that I am vacating the unit. I will provide a copy of the letter I gave my landlord to the Franklin County Housing Authority.** I will not be issued a voucher to move until the Housing Authority receives that letter. I will then be issued a voucher that is good for an initial 60 days. If an extension is needed after the first 60 days I will contact the new housing authority to issue an extension.

\*\*\* Please be aware Franklin County Housing Authority will only issue one voucher to move in a 12 month period per our Administrative Plan. \*\*\*

Housing Authority I wish to Port to: \_\_\_\_\_

Potential date keys will be returned to current landlord: \_\_\_\_\_

If you have any of the below information please provide it, if you do not know the information we will be provide it to you.

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**By signing below I have read the above information. I will provide the required information in a timely manner to allow the port to be processed.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Our Mission – “Providing homes that build hope and create neighborhoods”***

436 West Washington Street • Chambersburg, PA 17201 • (717) 263-4200 • Fax (717) 263-1329  
202 Elder Avenue • Waynesboro, PA 17268 • (717) 762-7117 • Fax (717) 762-9655

Toll Free: (800) 370-8288 • [www.fcha.net](http://www.fcha.net)