



CITY OF INGLEWOOD

Housing and Section 8 Programs



PORTABILITY INSTRUCTIONS

[To Port (transfer) into the City of Inglewood Housing Authority]

If you have a Voucher issued by another Housing Authority and want to transfer to the City of Inglewood Housing Authority (IHA), **FIRST**, you **MUST** contact your **INITIAL** Housing Authority and request **Portability Assistance**. Your Housing Authority **must mail, email or fax** a Portability (Transfer) Packet to the IHA at:

City of Inglewood Housing Authority
1 Manchester Blvd 7th Floor #750
Inglewood, Ca 90301

ATTENTION: PORTABILITY

FAX TO: (310) 412-5188

Email: isoto@cityofinglewood.org and aguevara@cityofinglewood.org

NOTE: The Portability (Transfer) Packet contains confidential information. Due to the Privacy Act of 1974, 5 U.S.C. 552a and HUD regulations, the IHA **DOES NOT** accept hand-carried Portability (Transfer) Packets.

Required from initial Housing Authority; the Portability (Transfer) Packet must include:

- a. HUD billing form #52665
- b. Copy of Current family voucher (Issued/Expiration dates) must have 60 days on voucher
- c. HUD Form #50058
- d. Current income verification
- e. EIV Report

Once IHA has received your Portability (Transfer) Packet, we will proceed with the "**REQUIRED**" eligibility process:

- a. Criminal Background Investigation (CBI) for all household members 18-years and older.
- b. An intake/briefing appointment will be scheduled to verify: income, assets, family composition, and immigration status in the USA and provide you with the rules and regulations of the program.

Required from Family at intake appointment:

- a. Copies of Birth Certificates, Social Security Cards and Picture ID for all family members 18-years and older
- b. Proof of Citizenship or legal immigration status
- c. Current income and assets verification from all sources
- d. Medical Expenses for people who are aged 62+ or disable
- e. Child Care expense

Thank you.

Inglewood Housing Authority