

# GASTONIA HOUSING AUTHORITY

## Section 8 Housing Choice Voucher

### Incoming Portability Fact Sheet

**Portability:** The ability of a family to move (transfer) with their Section 8 tenant based assistance (voucher) from one public housing agency (PHA) to a public housing agency in another county or state.

**NOTE:** GHA is absorbing portables (transfers). GHA will administer your voucher (paperwork) and then bill your home (current) PHA for the financial assistance we pay on your behalf.

#### STEPS TO THE PORTABILITY PROCESS

- 1) You request portability (transfer) from your HOME (current) housing agency. Your home housing agency can fax the paperwork to the GHA Section 8 Department (704) 867-3587 or mail it to GHA at PO Box 2398, Gastonia, NC, 28053-2398.
- 2) After GHA has received your portability (transfer) papers, we will send you an appointment letter with instructions. If you are 15 minutes late for your appointment you will not be seen.
- 3) You will need to bring the following items with you:
  - Birth Certificates for each household member
  - Social Security card for each household member
  - Income verifications
  - Child care verification
  - Bank statements
  - Criminal Reports (current) from the city/county you currently reside in AND from any other city/county you have resided in or been arrested in during the past three years. **This applies to all household members 18 years of age and older.**

*Documents are not returnable-they become the property of the GHA.  
Please bring copies if you wish to retain your originals.*

- 4) If you do not provide all of the requested documents listed above you will not be seen. All household members 18 years of age and older must attend.
- 5) You must locate a unit. EVERYONE is referred to [www.socialserve.com](http://www.socialserve.com) for a partial listing of units available in Gaston County. If you need help with the website you can call Socialserve toll free at 1-877-428-8844 for assistance. **GHA does not maintain a list of available units.**
- 6) After you have found a unit, give the landlord/owner the paperwork titled "Request for Tenancy Approval" (RFTA).
- 7) When the unit is made ready so that it will pass the inspection, the landlord/owner will then contact the GHA for an appointment to turn the paperwork in.

#### IMPORTANT THINGS TO REMEMBER:

- At this time GHA **is not absorbing** incoming portabilities.
- We CANNOT assist you until AFTER we have received the portability paperwork from YOUR home housing agency.
- Please do NOT bring children with you to your appointment.
- Inspection can take up to fifteen days to get started. We do not provide "Emergency" and "Rush" Inspections.
- You are responsible for all security deposits and utility deposits.
- GHA will re-determine your bedroom size based on GHA policies.
- The Gastonia Housing Authority administers Section 8 for all of Gaston County. If you decide to move to our jurisdiction you may select housing anywhere in the county; including Bessemer City, Cherryville, Dallas, High Shoals, Stanley, Mt. Holly, Belmont, McAdenville, Lowell, Cramerton, and Ranlo.