



# The *Ins* and *Outs* of Portability

*Menard County Housing Authority (MCHA) will administer/bill all incoming Portability Vouchers that lease in MCHA's jurisdiction.*

## **Starting the Process**

You must first give adequate notice to vacate to your current Landlord and be issued a voucher from your current Housing Authority. Once you receive approval to move to MCHA under portability, MCHA must be contacted by your initial Housing Authority (initial PHA) and the following documentation must be sent to MCHA:

- Form HUD-52665
- Copy of the Voucher
- Copy of the most recent Form HUD-50058
- Copies of income verification forms
- Copies of family composition documents
- Voucher Holder contact information

## **MCHA Rules and Regulations**

Families who wish to port to MCHA jurisdiction will be required to complete the online orientation. The orientation packet will contain Administrative Policies of MCHA and provide you with the necessary paperwork to locate a unit and secure an inspection. MCHA will mail your orientation packet and issue a Voucher upon receipt of your portability packet from your current Housing Authority.

Below are a few policies and procedures that will need to be followed:

- Voucher Holder must get any extension approvals from the initial PHA
- Voucher Holder must complete Voucher orientation

**Once the you sign a lease and a HAP Contract is executed, MCHA will notify your initial PHA.**

### **Submit documents to:**

Menard County Housing Authority Housing Choice  
Voucher Program Attention: Andee Dixon, Section 8  
Program Manager 117 N 7th St  
Petersburg, Illinois 62675  
PHONE: (217) 610-8135  
FAX: (217) 632-7511  
E-MAIL: [adixon@menardcha.org](mailto:adixon@menardcha.org)

[www.menardcha.org](http://www.menardcha.org)

PHA Code: IL028