



The *Ins* and *Outs* of Portability

Menard County Housing Authority (MCHA) will 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 online briefing 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: Pamela Hankins
117 N 7th St
Petersburg, Illinois 62675
PHONE: (217) 303-8795
FAX: (217) 632-7511
E-MAIL: phankins@menardcha.org

www.menardcha.org

PHA Code: IL028