



## PORTING YOUR SECTION 8 HOUSING CHOICE VOUCHER TO SPRINGFIELD HOUSING AUTHORITY (SHA)



### Starting the Process

Please have your current Housing Authority (HA) send your file with the following information:

- Portability Form HUD-52665
- Voucher Form HUD-52646
- Family Report Form HUD-50058 (most recent)
- SHA will not make any changes to your income or family composition until after you lease up
- Copies of income verification forms
- Copies of family composition documents
- Voucher Holder contact information

Please ensure that your Housing Authority sends your most up to date information to:

Address: Springfield Housing Authority  
200 N 11<sup>th</sup> St  
Springfield, Illinois 62703

Phone: 217-753-5757

Fax: 217-753-0029

Email: [portability@sha1.org](mailto:portability@sha1.org)

Website: [www.springfieldhousingauthority.org](http://www.springfieldhousingauthority.org)

Specialists are determined by the head of household's last name:

A - D Ext 282

E - K Ext 253

L - R Ext 254

S - Z Ext 281

Special Programs Ext 273



### Orientation

Once SHA receives your complete file from your initial HA, SHA will contact you to attend our required Portability Briefing. The briefing will go over SHA's rules and regulations, along with providing your new voucher size and amount based on your family's composition. SHA has listings of available units in our office and on our website.



### Find Your Unit

Once you find a unit, you and the owner must complete SHA's Request For Tenancy Approval (RFTA) Packet. It is your responsibility to bring the RFTA packet to your specialist during walk-in hours, which are **Mondays 1 to 4 pm OR Wednesdays 8:30 to 11:30 am & 1 to 4 pm**. Your specialist will calculate it to determine if it is affordable and rent reasonable based on your voucher size/amount. If it is, SHA will set up an inspection with the owner to ensure it meets HUD's Housing Quality Standards (HQS).



### Lease Up & Move In

Once the unit passes inspection, you can sign the lease with the owner. Then you must notify your specialist of the lease date in order to execute a Housing Assistance Payment (HAP) Contract with the owner and begin payments. SHA will also notify your initial HA of your status.