

## *Transfer Voucher/Portability Request Packet Checklist:*

### Required Documents:

1. Transfer Voucher/Portability Request Form
2. Notice of Intent to Vacate or Mutual Agreement
3. Current Income Verification (from all sources)
4. Updated Recertification Packet (Forms listed below)

**OHA Authorization Release** – Must be signed by all persons in your household 18 yrs. of age and older.

**HUD Authorization Release** – Must be signed by all persons in you household 18 yrs. of age and older.

**FORM 4506-T** – Each person 18 yrs. of age and older must complete and sign. (Request additional forms if there are more than 2 adult household members)

**Income and Asset Statement** – Each person 18 yrs. of age an older must complete and sign. (Request additional forms if there are more than 2 adult household members)

**Section 8 Participant Obligations** – Must be signed by all persons in you household 18 yrs. of age and older.

**Personal Declaration** – Must be signed by all persons in your household 18 yrs. of age and older. Head of Household must initial each page (bottom right corner).

Please make sure the following information is provided on the above documents, if applicable:

- Names of all family member(s).
- Social Security number(s) and dates of birth for all family members.
- Employer names and addresses (if applicable). Provide 4 consecutive pay stubs.
- Asset questions answered with either “yes” or “no”.
- List and provide documentation verifying income and/or assets for all family members, including 6 recent, consecutive months of bank statements.
- Documentation for self-employed members (if applicable): Profit/loss statements, 12 months of business account statements, business and personal tax returns.

### NOTE:

If you have completed a recertification packet within the last 60 days, some documents may not be required. Ask one of our staff to verify.