

## STEPS FOR CLIENTS THAT WISH TO PORT TO SARASOTA HOUSING AUTHORITY

**A Head of Household will share a room with a spouse/significant other. All other family members will be issued one bedroom for each two persons of the same sex, regardless of age or relationship.**

**For the most current payment standards, please see the Section 8 main page at [www.sarasotahousing.org](http://www.sarasotahousing.org) and look for link about mid-way down the page.**

1. Your housing authority must fax or mail your portability packet to our agency. We will not be able to assist you until we receive your paperwork. The correct portability procedures require that the *initial agency contact the receiving agency to initiate all paperwork*. All paperwork may be faxed to (941) 366-4661 or mailed to 269 S Osprey Ave, Suite 100, Sarasota, FL 34236.
2. Please refrain from calling our office! **Calls will not be returned to clients whose initial agencies have not submitted their paperwork to us and no exceptions to the procedures will be made.**
3. Once we receive your portability paperwork, we will mail out the Sarasota Housing Authority paperwork for you to complete. You must complete this paperwork and return it to our office! Failure to return this paperwork to us will result in our agency returning your entire portability packet to your initial agency. If that happens, then you will be required to start over at your initial agency in accordance with their procedures.
4. Once we receive your completed paperwork and all required documents, then you will be invited to attending a briefing.
5. If you cannot attend the briefing for good cause (work, school, medical) then you must contact us prior the briefing to provide documentation of good cause and reschedule your appointment. If you do not come to the briefing and we do not hear from you after additional attempts to contact you, then your paperwork will be returned to your initial agency as stated in #3 above.
6. If we have everything that we need at the time of the briefing, you will receive a voucher and an RTA from our agency at this meeting.
7. Once you locate a unit and turn in paperwork, an inspection will be completed within 15 days of the date you turned in the completed request for tenancy to our office.
8. Our agency follows the procedures outlined in our Administrative Plan. Any deadlines that you have in your current jurisdiction do not affect our process in any way. It is your responsibility to find a place to stay **after** you move out of your current unit and **before** we approve another unit in our jurisdiction. Your vacate notice for your current unit does not affect our procedures in any way!