

FAIRFIELD HOUSING AUTHORITY
1525 Webster St. Suite A., Fairfield, CA 94533
Portability Requirements

1) Porting in (Port-In) to Fairfield, CA

Thank you for your interest in moving to the Fairfield Housing Authority jurisdiction. The Fairfield Housing Authority (FHA)'s Housing Choice Voucher (HCV-previously known as Section 8) Program is currently absorbing voucher holders who move into the City of Fairfield or "port-in" from other public housing agencies (PHAs). This is subject to change at any time.

HOW LONG WILL IT TAKE?

Portability participants are a priority; however, you should allow at least 4 weeks to process your paperwork, request your background check and conduct the move-in inspection. **DO NOT** move into a unit prior to our inspection.

PORTABILITY BRIEFING

After we receive your paperwork from the initial Housing Authority you must attend a 2-hour briefing. The following must be submitted prior to lease up:

- Submit completed personal declaration form
- Authorization to release forms must signed by all household members 18 and up (to verify income, family composition and/or a background check)
- Pass background check (all members 18 and up)
- Submit any additional documents requested by FHA (social security cards, birth certificates, etc.)

At the briefing you will receive your voucher, an estimate of what rent you can afford, and the Request for Tenancy Approval (RTA) for your new owner to complete. We also require a copy of proof of identity such as driver's license or State Identification card. Please Note: The Head of Household and ALL adult members of the family are required to attend. We recommend that all adults attend the briefing at the same time; otherwise, the Head of Household will be required to attend more than one briefing. Due to the length of the briefing and the space available, minor children are not allowed to attend the briefing. For more information or to schedule your briefing please call 707-428-7392 or email portability@fairfield.ca.gov.

CRIMINAL BACKGROUND CHECKS

All adults in the household must sign the Authorizations for Release of Information Form. A background check will be requested on all adult household members (18 years and older).

AVAILABLE UNITS ACCEPTING HCV VOUCHERS

A rental list may be found at www.affordablehousing.com

WHEN WILL MY LEASE BEGIN?

New Housing Assistance Payment (HAP) contracts begin only after the inspection passes, and the tenant has the keys to the unit.



It is the policy of the Fairfield Housing Authority to provide reasonable accommodation to persons with disabilities, so that they may fully access and utilize the housing program and related services. Requests for reasonable accommodation must be made in writing. The Housing Authority must be allowed reasonable time to evaluate all requests.



Rev 12/5/2-23 TT

INCOME LIMITS

If you are new to the HCV program and have never leased up in any other jurisdiction, you must meet our income requirements for assistance.

FHA's income limits are:

Family Size	1	2	3	4	5	6	7	8
30% (Extremely Low Income)	\$26,450	\$30,200	\$34,000	\$37,750	\$40,800	\$43,800	\$47,340	\$52,720

VOUCHER TERM AND SIZE

Your voucher size is determined by FHA, not by the voucher size issued from your current Housing Authority. FHA's policy is one bedroom for every two persons in the household regardless of age or gender. For example: 1 parent plus 1 household member will receive a 1-bedroom voucher; 1 parent plus 3 household members will receive a 2-bedroom voucher (regardless of age or gender), etc.

Changes to your family composition must be completed by your current Housing Authority and be reflected on the HUD Forms 50058 and 52665 (completed by your current Housing Authority). No family composition changes will be made by FHA prior to executing a HAP contract.

If you require an additional bedroom as a Reasonable Accommodation (RA) for a disability, please request at the time of your briefing or sooner. If you are approved by your current Housing Authority for an additional bedroom as an RA for a disability, this accommodation must be included in your portability packet. FHA will make the determination to accept the existing RA or if you need to complete a new RA request.

PAYMENT STANDARD

The Payment Standards determine the amount of federal assistance provided by the voucher size. If the owner does not pay all utilities, the rent approved by FHA may be less than the Payment Standards. NOTE: The contract rent requested must be supported by comparable to other units of similar size/amenities in the neighborhood.

FHA's current Payment Standards are:

Bedroom Size	Studio	1BR	2BR	3BR	4BR	5BR
Payment Standard:	\$1,571	\$1,782	\$2,159	\$3,069	\$3,593	\$4,131

HOUSING QUALITY STANDARDS INSPECTION

Once the Request for Tenancy Approval (RTA) is completed by your owner, the document should be returned to the Fairfield Housing Authority so the Housing Inspector can schedule a Housing Quality Standards (HQS) inspection. You should plan to attend the inspection, if possible. The landlord (or the landlord's representative) must attend the inspection.

SECURITY DEPOSITS

FHA does not have any funding for Security Deposits. The security deposit is between you and your landlord as part of the lease agreement.



It is the policy of the Fairfield Housing Authority to provide reasonable accommodation to persons with disabilities, so that they may fully access and utilize the housing program and related services. Requests for reasonable accommodation must be made in writing. The Housing Authority must be allowed reasonable time to evaluate all requests.



Rev 12/5/2-23 TT

2) Porting out (Port-Out) of the City of Fairfield:

For HCV voucher holders who live in the City of Fairfield and want to move out of Fairfield, please contact your FHA caseworker and let them know you would like to port to another Housing Authority by submitting the request in writing or complete a port-out request form and submit it to your FHA caseworker. To obtain the port-out request form, click this link: [Outgoing Port Request](#)

The FHA caseworker will determine if you are eligible to port-out. Please note:

- If you owe money to FHA or are in the first year of your lease, you are not eligible to port.
- If your recertification is due within 4 months of your port date, you will be required to complete a new recertification prior to being approved to port out/relocate.
- Once you are determined eligible to port out of Fairfield, you will be given a portability move appointment.

After the portability move appointment, your caseworker will prepare your paperwork and send it to the new (receiving) Housing Authority of your choice.



It is the policy of the Fairfield Housing Authority to provide reasonable accommodation to persons with disabilities, so that they may fully access and utilize the housing program and related services. Requests for reasonable accommodation must be made in writing. The Housing Authority must be allowed reasonable time to evaluate all requests.



Rev 12/5/2-23 TT