



**PORT-IN REQUEST FORM**

**DATE:** \_\_\_\_\_

**SS#:** XXX-XX-\_\_\_\_\_

Richmond Redevelopment and Housing Authority is currently billing all incoming portable families. An appointment will be scheduled once the request form has been completed and returned. All Portability paperwork should be sent by your Housing Authority to the Richmond Redevelopment and Housing Authority either by the email listed below or the mailing address listed above. **For questions regarding your portability status, email our portability department at [HCVP@rrha.com](mailto:HCVP@rrha.com). Please allow 3 - 5 business days for a response.**

Participant Name: \_\_\_\_\_

Participant phone number: \_\_\_\_\_

Participant contact address: \_\_\_\_\_

**RRHA'S current payment standards:**

EFF	1 BR	2 BR	3 BR	4 BR	5 BR
\$889	\$932	\$1,067	\$1,421	\$1,713	\$1,970

Will your housing authority accept billing for the above referenced Housing Choice Voucher participant?

YES       NO

**Initial Housing Authority Contact Information:**

\_\_\_\_\_  
Name of PHA

\_\_\_\_\_  
Federal Tax ID#

\_\_\_\_\_  
Portability Contact Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
**PHA Code**

\_\_\_\_\_  
**Admin Fee**

Please ensure the required paperwork includes:

- This completed Port-in Request Form
- HUD-52665 Family Portability Information Form
- Client's current voucher
- Current 50058 Form
- Current EIV Report
- Client's current income verifications
- Client contact address and phone number

Before visiting or contacting the Richmond Redevelopment and Housing Authority, please allow our Portability Department to contact you via phone or mail. If you have a change of address, please visit our offices to submit the change in writing or email us at [hcvpportability@rrha.com](mailto:hcvpportability@rrha.com) with your updated address