

Housing Choice Voucher Portability Process

Porting INTO Miami Dade County

If your housing voucher was issued by a housing authority in another city, you may be able to use the voucher to lease an apartment in Miami Dade County. This action is called a “port in”. *NOTE: The Miami Dade Public Housing and Community Development (PHCD) Agency is currently absorbing port ins into the MDHCV Program.*

Steps in the Port In Process

- First, a family must contact the housing agency that issued them their voucher and tell them they would like to port their voucher to Miami Dade County.
- If the family is eligible to move, that housing agency will forward all applicable documents to the Portability Specialist with the Miami Dade Housing Choice Voucher Program (MDHCV). The address and contact information for the housing agency is:

Portability Specialist
Miami Dade Housing Choice Voucher Program
P.O. Box 521750
Miami, FL 33152
Telephone Number: 305-471-4526
Fax Number: 305-629-1032

- Within two weeks of receipt of the portability packet from the initial PHA the MDHCV Portability specialist will send the family the Application for Continued Occupancy (ACO) packet to be completed and returned for processing.
- The MDHCV Portability Specialist will review the completed ACO, conduct a criminal background check of all adult family members, and determine if the family is eligible to move into Miami Dade County with their voucher.
- Eligible families are then contacted and scheduled to attend a port in briefing and voucher issuance. Generally, the family receives their voucher within two weeks from the time the (ACO) packet was received.
- All vouchers are processed based on MDHCV’s eligibility criteria for income, Voucher Payment Standards, and bedroom subsidy standards. The current occupancy and voucher payment standards for Miami Dade County are shown on the charts below:

Minimum and Maximum-Number-of-Persons-Per Unit (Occupancy) Standard

Voucher/ BR Size	Number of Persons in Household		
	Minimum	Maximum	HQS
0 BR	1	1	1
1 BR	1	2	4
2 BR	2	4	6
3 BR	3	6	8
4 BR	6	8	10
5 BR	8	10	12
6 BR	10	12	14

Fair Market Rents/Voucher Payment Standards

Effective November 1, 2012, the payment standards have been revised as indicated below:

Fair Market Rents								
	SRO	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Fair Market Rent	\$540	\$719	\$876	\$1,122	\$1,539	\$1,799	\$2,069	\$2,379
Voucher Payment Standard	\$553	\$738	\$835	\$1,013	\$1,385	\$1,619	\$1,875	\$2,141

- Once the family selects a unit in Miami Dade County, the owner will complete the Request for Tenancy Approval (RFTA) packet and return it to the MDHCV office. RFTA packets can be submitted to our office (located at 7400 NW 19th Street, Suite H) between the hours of 8am – 3pm on regular business days.
- Units must be ready and available for inspection within 2 weeks of the date that the completed RFTA packet is submitted to MDHCV. The MDHCV Inspection Scheduler will contact the owner to set up an inspection of the unit.
- Once the unit passes inspection, the Portability Specialist will schedule to meet with the Owner and Tenant to review and sign the Lease and Housing Assistance Payments (HAP) Contract.
- The processing time from the receipt of the RFTA to the HAP signing can take up to 45 days.

Porting OUT of Miami Dade County

Although MDHCV vouchers are intended for use within the county limits, you may be able to utilize your voucher outside of Miami Dade County; this is called “*porting out*”. In fact, you may qualify to take your housing voucher to any other housing agency in the country that administers a Housing Choice Voucher program.

Steps in the Port Out Process

- If the family is an existing Housing Choice Voucher program participant, they begin the portability process by requesting a Port Out Request Form and Intent to Move – Change of Dwelling Request Form from the MDHCV Portability Specialist (these forms are available to print out from the PHCD website).
- The completed Port Out Request Form must include the name and the mailing address of the housing authority that the family intends to move to along with the name of the contact person at the receiving housing agency.
- These completed forms, along with a copy of the 60 day Notice provided to the current property owner, can be mailed or faxed to the following address:

Portability Specialist
Miami Dade Housing Choice Voucher Program
P.O. Box 521750
Miami, FL 33152
Telephone Number: 305-471-4526
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Or, they may be dropped off for the Portability Specialist at the MDHCV office located at 7400 NW 19th Street, Suite H.

- The Portability Specialist will next schedule a convenient time for the family to sign their voucher.
- The voucher transfer documents and a copy of the signed voucher are sent to the contact person at the receiving housing agency.
- The family can expect that the transfer documents will be sent to the receiving housing authority within 2 weeks of the initial request to port out.