Port Out Check Sheet

Self	IHA = St. Paul
	Balance owing check- must be paid in full
Self	**IHA is not St. Paul**
	Balance owing check- must have permission from IHA to port out with a balance
	Permission received from IHA to port out on their behalf
	Notified IHA where the client ported out to
	Cancel slip completed and file to S8 Programs Manager with an envelope for the IHA
Self	**Ports within the Metro area**
	HUD 52665 completed (page 1 out of 3) - Line 10 = $91.94 - Line 11 = $73.55 • Initial PHA Contact Name = Portability • Phone: 651-298-5090 • Email: portability@stpha.org
	Port Processing Form – S8-113A – completed - Make sure to complete HAP end date - If new admission, note new admission for HAP end date - Make sure that special programs (VASH, MS5, FUPF, FUPY, EHV) are noted
	Copy of voucher with correct voucher issuance dates and voucher size
	*If RHA would issue a larger voucher based on their policies, documentation is included in file
	RFTA
	40% sheet (if applicable)- must use RHA's payment standard and utility allowances
	If going to Minneapolis, a copy of the rent estimator is included
	If a new admission, Send 50058
	If currently assisted, current 50058 for Annual Reexam Searching - Open an "Annual Reexam Searching" cert with an effective date for the 1st of the month after the move out date and do not finalize the cert - If there is a "Change of Unit" cert open, you will need to delete the in process cert - Update income/assets/expenses to match verifications that you will be sending - Complete Admission Date to Program (line 2h) - Complete Zip Code Prior to Admission (line 4b)
	Current EIV
	Current income/asset/expense verifications- **MUST MATCH 50058**
	Citizenship documentation
	SSN cards for all household members or a verified EIV
	Disability verification (if applicable)
	Reasonable Accommodation/custody/DPA/etc. (if applicable)
	Note in Tenmast on Household Record regarding port out
	Port emailed/faxed/mailed and put on portability shelf
Self	**Ports outside of the Metro area**
	HUD 52665 completed (page 1 of 3) - Line 10 = $91.94 - Line 11 = $73.55 • Initial PHA Contact Name = Portability • Phone: 651-298-5090 • Email: portability@stpha.org
	Cover Letter – S8-31 (St. Paul is IHA) or S8-32 (St. Paul is not IHA) – is completed
	Copy of voucher with correct voucher issuance dates and voucher size
	RFTA if submitted or port out request form
	40% sheet (if applicable) - must use RHA's payment standard and utility allowances
	If a new admission, send 50058
	If currently assisted, current 50058 for Annual Reexam Searching - Open an "Annual Reexam Searching" cert with an effective date for the 1st of the month after the move out date and do not finalize the cert - If there is a "Change of Unit" cert open, you will need to delete the in process cert - Update income/assets to match verifications that you will be sending - Complete Admission Date to Program (line 2n) - Complete Zip Code Prior to Admission (line 4b)
	Current EIV
	Current income/asset/expense verifications- **MUST MATCH 50058**
	Citizenship documentation
	SSN cards for all household members or a verified EIV
	Disability verification (if applicable)
	Reasonable Accommodation/custody/DPA/etc. (if applicable)
	Note in Tenmast on Household Record regarding port out
	Port emailed/faxed/mailed and put on portability shelf

HCV Specialist Signature: _____