

# Portability - Transferring Your Voucher to Larimer County

You may be able to transfer your Housing Choice Voucher (Section 8 rent assistance) from another housing authority to Larimer County.

The steps below outline the process for transferring or “porting” your voucher to Housing Catalyst from another housing authority.

## **Step 1: Notify your current housing authority.**

If you have decided to move to Fort Collins or elsewhere in Larimer County, you will need to notify your current housing authority that you want to move. If they approve you to move, they will send Housing Catalyst their transfer paperwork (send to [info@HousingCatalyst.com](mailto:info@HousingCatalyst.com)) . Make sure your housing authority has your current mailing address.

## **Step 2: Complete and return the paperwork we send you by U.S. mail.**

When Housing Catalyst receives the paperwork from your current housing authority, we will assign it to our housing assistance specialist who will either mail or email an intake packet to you for completion. Please be sure to provide all the information we need. Any missing information, such as forgetting to sign forms or including photo identification, will delay the process.

Return the completed packet to us by the deadline in your instructions.

## **Step 3: We will review your paperwork and schedule a briefing.**

Once we receive your intake packet, our housing assistance specialist will review your paperwork. Please note that we conduct a criminal background check on all adult members porting in or being added to your household. The intake process can take up to two weeks. Our housing assistance specialist will then contact you to schedule a virtual intake meeting.

## **Step 4: Attend our intake meeting and receive your Housing Catalyst voucher.**

The intake meeting will provide information about our program and what to expect as you search for housing. Intake meetings are required for all families receiving Housing Choice Vouchers from Housing Catalyst.

## **Things to consider before you move.**

Housing Catalyst is likely to have different rules, procedures, and deadlines than your current housing authority. Here are some things to think about when deciding whether to transfer your voucher to Housing Catalyst.

- Our [payment standards](#) and [utility allowance](#) may be different from your current housing authority and may affect the rent you pay.

- We may also have a different [subsidy standard](#) than your current housing authority. A subsidy standard is the way we determine the number of bedrooms you qualify for on your voucher and may affect the rent you pay.
- We do not assist with moving costs. As you plan, please consider application fees, rental security and cleaning deposits, movers, travel expenses, new furniture, and storage space.
- If you are new to the Housing Choice Voucher program, we will need to determine that your family is income eligible. See below.

## Housing Voucher Eligibility Guidelines

The combined income of the household cannot exceed the maximum income listed below.

Household Size	Maximum Income
1 person	33,600
2 people	38,400
3 people	43,200
4 people	47,950
5 people	51,800
6 people	55,650
7 people	59,500
8 people	63,300

- Applicants must meet citizenship or eligible immigration requirements.
- Household members 18 years of age or older must have a background free of recent violent or drug-related criminal activity.
- Household members must not owe money to another housing authority because of a previous residence.
- Applicants must also pass the screening criteria of the landlord.