



Strengthening Homes, Communities and Lives
175 Water Street, Catskill, NY 12414
Telephone 518-943-5170 • **Fax** 518-943-4342
www.rupco.org

Tenant's Request for Portability Transfer

Date of Request: _____

Tenant's Name: _____

Current Address: _____

Current Phone #: _____

Locality Requested: _____

Name of Receiving Housing Authority: _____

Address of Receiving Housing Authority: _____

Receiving Housing Agency Contact Person: _____

Phone # and Fax#: _____

Terms and Conditions:

1. I understand that I must be a tenant in good standing with the landlord and RUPCO at the time of my request for a portability transfer.
2. I certify that my rent is up to date and that there are no pending eviction proceedings against me.
3. I certify that my total household income and family composition is correct and current.
4. I understand that the Housing Choice Voucher is valid for 60 days from the issue date.
5. I understand that I may call the receiving agency to verify that my records were received.
6. I understand that I must return the keys to my previous landlord and vacate the apartment promptly.
7. I understand that I must give my current landlord and RUPCO a 30 day written notice before vacating the rental unit.

Tenant Signature

Date