



Strengthening Homes, Communities and Lives
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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 Agency: _____

Address of Receiving Housing Agency: _____

Receiving Housing Agency Contact Person, Phone & Fax #: _____

Tenant Responsibilities:

1. I understand that I must be a tenant in good standing with RUPCO and the landlord 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 certify that the Housing Choice Voucher is valid for 60 days from the issue date and that the Receiving Housing Agency determines whether to extend the voucher term.
5. I understand that I must promptly contact the Receiving Housing Agency, and comply with that agency's procedures for incoming portable families.
6. I understand that I must give RUPCO and my current landlord a 30-Day written notice before vacating the rental unit.
7. I understand that I must return the keys to my previous landlord and vacate the apartment promptly.
8. I understand that should I choose not to continue with the portability transfer, I must notify RUPCO in writing prior to the voucher expiring.

Tenant's Signature

Date