



FREDERICK COUNTY GOVERNMENT

Jan H. Gardner
County Executive

DIVISION OF CITIZENS SERVICES
Department of Housing & Community Development

Monica L. Bearden, Director
Milton J. Bailey, Director

HOUSING CHOICE VOUCHER PORTABILITY PROCEDURES FOR FREDERICK COUNTY, MD

Step 1: Notify your home agency that you wish to Port –Out. Complete their process to do so; it may require you to complete a recertification and you will be given a voucher. Make sure that your home agency provides us with your contact information (address/phone).

- Please have your home agency email or mail the portability packet to the contact person shown below.

Step 2: Contact Frederick County Dept. of Housing to verify that your portability papers have been received.

Step 3: Once we receive your portability papers, we will mail you a New Admission packet, consisting of an Affidavit of Rental Assistance Benefits, Background Investigation Consent Form, Privacy Act Notice and Authorization for Release of Information as well as a checklist of items that you will need to gather to process your application.

Step 4: Return the completed packet to our office. We will review the paperwork and contact you for an appointment once preliminary checks have been completed. At this appointment, we will gather the following information: Social Security Cards, Birth Certificates and Photo ID's. You will receive a program briefing, complete all the necessary paperwork, and will be given a voucher and a landlord packet.

It is very important that you are not late to your appointment. Vouchers are issued via group appointments. If you are 5 minutes late, you will not be seen and will have to reschedule.

Step 5: Locate a unit within Frederick County and return the completed landlord packet to our office. The inspection can take up to 2 weeks. We do not provide "Rush Inspections" and we do not pay your security deposit.

You can log onto www.mdhousingsearch.org for a list of landlords or call 877-428-8844 as well as looking at the local newspapers, Craigslist, Realtor.com, etc.

THINGS TO REMEMBER:

- Check if Frederick County will absorb your voucher or bill your current agency.
- Payment standards include allocations for both your rent and utilities. You are NOT allowed to pay any difference or other payment to the landlord.
- We cannot advise if a particular unit is going to work financially until we receive a completed landlord packet (Request for Tenancy Approval).
- We will determine your bedroom size based on MD State Admin Plan and HUD Regulations.

For questions relating to portability, please contact:

Donna Downing
Housing Program Coordinator
301-600-3532 Phone
d Downing@frederickcountymd.gov

Housing\SECTION 8 PROGRAMS_Voucher & Mod Rehab\FORMS\1_ORIGINALS of ALL FORMS\PORTABILITY\Port In - Request to Transfer.docx