Porting your Housing Choice Voucher into the City of Red Wing

STEP-BY-STEP GUIDE

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| Step 1 | To begin the process:   1. Contact your current housing agency and request to transfer your rental assistance to Red Wing HRA. 2. Your current housing agency can send your paperwork to Red Wing HRA to begin your move:   Mail: Red Wing HRA  428 W Fifth St  Red Wing, MN 55066  Fax: 651 385-0551  E-mail: Please call to request the e-mail address, 651.388.7571  Red Wing HRA can only accept “porting in” requests from housing agencies and will not accept hand delivered paperwork. |
| Step 2 | Red Wing HRA Review   1. After Red Wing HRA receives the information from your current housing agency, Red Wing HRA will review the paperwork. 2. Red Wing HRA will determine what voucher size your family qualifies for according to its policies. 3. Red Wing HRA will provide you with a voucher that can be used within the City of Red Wing. 4. The voucher has an expiration date. The Red Wing HRA does not give extensions on vouchers, but will “stop the clock” once a Request for Tenancy Approval (RFT) is turned in to our office. If the unit is not approved the time used to process the RFT will be added back onto your search time. 5. Red Wing HRA will send you a “Port-In” packet, which you must complete and return to Red Wing HRA.   Note: Voucher size is determined by Red Wing HRA policy. If you previously had a larger voucher size due to a reasonable accommodation, you would need to submit a new reasonable accommodation request to the Red Wing HRA and it would need to be completed and verified according to the Red Wing HRA’s policies. |
| Step 3 | The Request for Tenancy Approval (RFT) Packet   1. Once you have returned your completed “Port-In” packet and your information including income has been verified, the Red Wing HRA will issue the applicant/participant a Briefing Packet and schedule a time to go over the information. 2. A Request for Tenancy Approval (RFT) form is included with the Briefing packet. The prospective Landlord and the applicant/participant to should review and complete these forms at least 10 business days before the planned move-in date. 3. **The Landlord must provide a copy of the Lease Agreement along with the RFT packet when the packet is submitted to Red Wing HRA. (the lease should NOT be signed at this time!)** 4. Once the RFT packet is received the Section 8 Program Assistant will review it and inform you and/or your prospective landlord of any verification needed or action required to approve or disapprove the RFT. 5. If the RFT is approved, the Section 8 Program Assistant will forward it to the Section 8 Housing Specialist to schedule an inspection. |
| Step 4 | The Inspection and Final Contract Process   1. The Inspector will call the prospective Landlord to schedule the inspection. 2. If the rental housing unit passes the inspection the Section 8 Housing Specialist will begin finalizing and sending contracts to the landlord. 3. The Landlord will receive the final contracts after the rental-housing unit passes the inspection and Red Wing HRA can verify that the participant has given proper notice at their previous rental. 4. The Section 8 Housing Specialist will finalize your portion of the rent and send you and your Landlord a Rent Portion letter. 5. Once both the Landlord and you sign and submit the final contracts the Section 8 Housing Specialist will process the move and initiate the Landlord’s first payment. |