



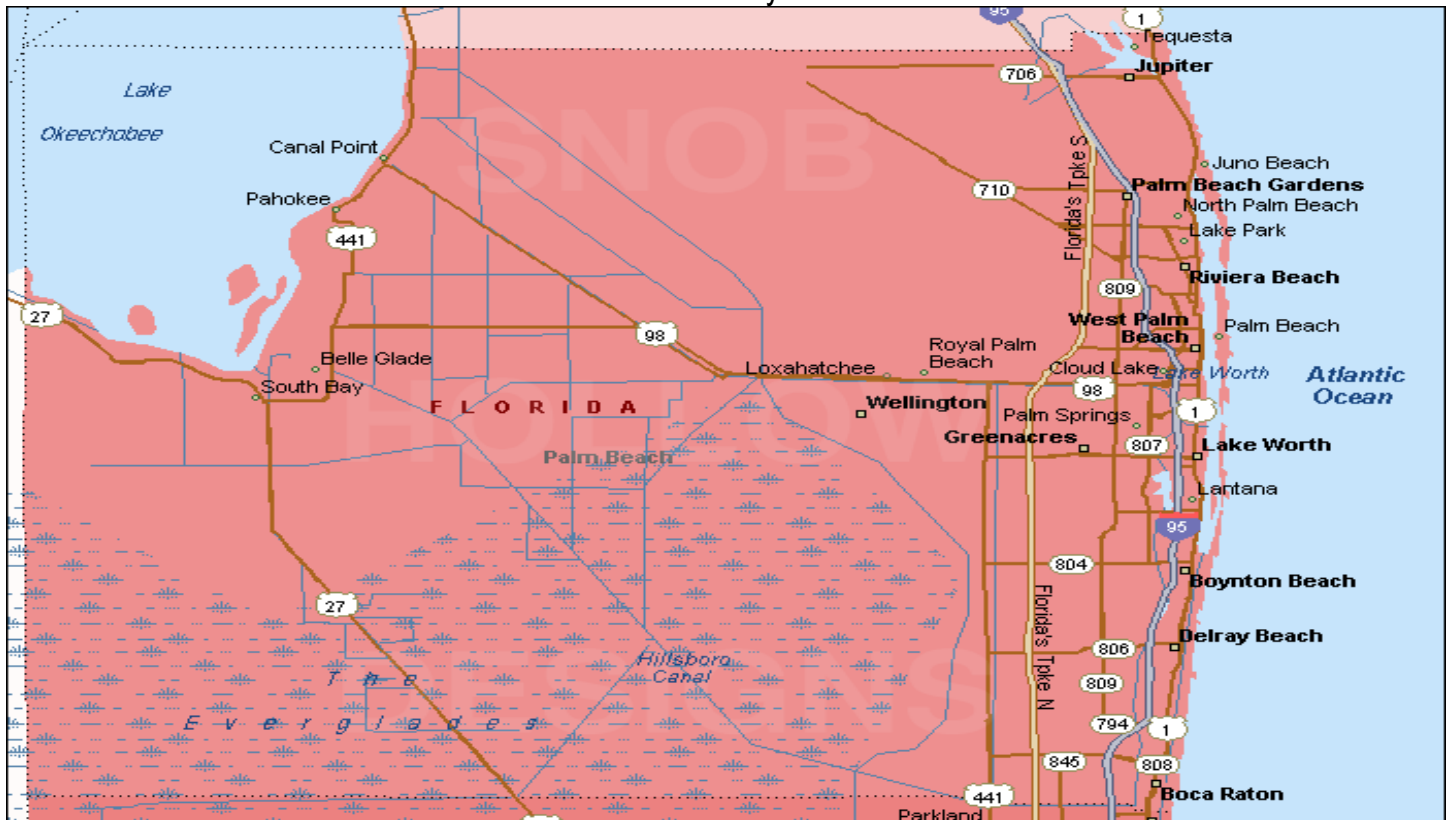
Housing Choice Voucher (Section 8) Program

# Incoming Portability Things You Should Know

3700 Georgia Avenue, West Palm Beach, FL 33405 • (561) 655.8530 • Fax (561) 655.4381 • TTY (561) 366.4900  
[www.wpbha.org](http://www.wpbha.org)

1. It is imperative that the head of household along with all adults 18 years and older attend the schedule briefing. **Failure to do so will delay the process.**
2. All Family Members 18 years and older who are porting to the West Palm Beach Housing Authority (WPBHA) must pass a criminal background.
3. **Please keep in mind that you should have temporary housing as the portability process is lengthy.**
4. Only after you have completed the Intake Process & Briefing will you be issued a Voucher & **Request for Tenancy Approval (RFTA) packet to search for a unit.**
5. After the RFTA is completed by the prospective owner/landlord and tenant it must be submitted to the West Palm Beach Housing Authority for review by the assigned Housing Specialist. Once the paperwork (RFTA Packet) has been received, reviewed and it has been determined that the rent is reasonable and affordable for the family, a Housing Quality and Standards (HQS) Inspection request will be submitted.
6. HQS Inspections are process within **7 to 14 days** (There are no rushed inspection). Please understand that all inspections may not pass during the first inspection. **(It is very important to have temporary housing when porting to our jurisdiction).**
7. The family is authorized to move into the unit only if there is a passed inspection and an executed lease between the tenant and landlord. **Families who move into the unit prior to the unit passing inspection and the final approval from the WPBHA is responsible for the full rent.** The Housing Authority will only make payments on the unit from the pass inspection date moving forward **(No Retro Payments will be made).**
8. Payments are made to the landlord on the 1<sup>st</sup> day of the month after the executed Housing Assistance Payments (HAP) Contract has been provided to the Housing Authority.
9. If you decide that you are not interested in porting to our jurisdiction, please submit your request in writing and your paperwork will be returned to your initial housing agency. **The WPBHA will not forward your portability information or request to another Housing Agency it must be returned to your initial Housing Agency.**
10. **Please have temporary housing when porting into the West Palm Beach Housing Authority jurisdiction as the port process is very lengthy.**

**The West Palm Beach Housing Authority**  
 Is very excited that you are considering residing in the  
 Palm Beach County Jurisdiction



Cities within Palm Beach County			
Belle Glade	Glades	Loxahatchee	South Bay
Boca Raton	Greencare's	North Palm Beach	Wellington
Boynton Beach	Jupiter	Pahokee	West Palm Beach
Canal Point	Lake Harbor	Palm Beach	Western Community
Delray Beach	Lake Worth	Palm Beach Gardens	

We have 73 zip codes that families are allowed to search for Safe, Decent and Affordable Housing which are as follows:

33401	33402	33403	33404	33405	33406	33407	33408	33409	33410		
33411	33412	33413	33414	33415	33416	33417	33418	33419	33420		
33421	33422	33424	33425	33426	33427	33428	33429	33430	33431		
33432	33433	33434	33435	33436	33437	33438	33440	33444	33445		
33446	33448	33449	33454	33458	33460	33461	33462	33463	33465		
33466	33467	33468	33469	33470	33472	33473	33474	33476	33477		
33478	33480	33481	33482	33483	33484	33486	33487	33488	33493		
33496	33497	33498	Small Area Zip Codes								

Please make sure you have temporary housing when porting to our jurisdiction, as the portability process is a very lengthy process.

You may start your housing search by visiting the following; [www.affordablehousing.org](http://www.affordablehousing.org)