

## **HOW TO PORT INTO WARREN COUNTY**

**Step 1:** Put in a 30 day notice with your current landlord, and give a copy of this notice to your current Housing Coordinator as well.

**Step 2:** Complete the Port-Out Request Form, which you will get at your current Section 8 office. Here is the information you need:

**Warren Metropolitan Housing Authority**  
**Krissy Viars – Special Programs Administrator**  
**990 East Ridge Drive, Lebanon, Ohio 45036**  
**Phone #: 513-695-3392**  
**Email Address: [kviars@warrenmha.org](mailto:kviars@warrenmha.org)**

**Step 3:** Once your Section 8 agency has sent your file to Warren County, you need to call/email our agency to schedule a Port-In appointment.

**Step 4:** When you attend the Port-In appointment, you will sign a great number of forms and provide verifications. Imagine you are reapplying for the program and bring EVERYTHING. At the end of the appointment, you will be given a Warren County Voucher and RFTA packet, which you will take to the landlord in Warren County from whom you wish to rent.

**Step 5:** After all necessary paperwork has been received; your file goes to calculations to see if you can afford the unit, according to the rules and regulations for the program.

**Step 6:** If affordable by Section 8 rules, an inspection is scheduled. If it is not affordable, the landlord will be asked to lower the rent. If he/she agrees, then we can schedule the inspection. If the landlord refuses to lower the rent, you must either locate a cheaper unit and provide an RFTA packet for that new unit, or request to return your file to your old housing authority.

**Step 7:** When the unit passes inspection, a letter will be sent to the tenant and the potential landlord stating the unit passed. At that time you need to sign the lease and either you or the Landlord supply WMHA with a copy (we can't process your move in with out the signed lease). WMHA will execute the HAP contract and the Landlord will sign the HAP contract.