

Who is my housing specialist?

You may determine who your Housing Specialist is by going to <https://housing.a2gov.org>

I reported a change in my income, has the change been processed?

Changes in household income must be reported and verified within 14 days (10 business days) of the change. To report changes, contact the Housing Specialist assigned to your case. You can also report changes online go to <https://housing.a2gov.org>.

All income changes will be reviewed by your assigned case manager. AAHC will determine if your change will be applied based on AAHC's current administrative policy. The effective date of the interim will be effective the first of the month after all necessary items are submitted. Late submissions of documents will affect the effective date of your interim.

I need to report a change in circumstances (increase or decrease in household income, or change in household composition), how do I report the change?

To report a change in household income or change in household composition contact the housing specialist assigned to your account. You can also report changes online, go to <https://housing.a2gov.org>.

I have a Housing Choice Voucher with AAHC. How do I transfer my housing assistance to another jurisdiction? How do I start the portability process?

You are eligible to transfer your voucher to any housing authority that operates the Housing Choice Voucher Program. You will need to inform your housing specialist that you want to transfer to another jurisdiction to start the portability process. You need to be in good standing with your current landlord. Your housing specialist will issue Intent to Vacate for you and your landlord to complete. Once the form is completed, turn the form in and, provided that you are in good standing, AAHC will issue your voucher and portability paperwork to transfer to the new jurisdiction. Upon receipt of your paperwork the receiving housing authority will contact you to schedule necessary appointments to begin assistance in the new location.

I have a Housing Choice voucher from another jurisdiction. How do I transfer my housing to Ann Arbor?

You will need to contact your current housing authority office to start the portability process. They will advise you on their portability procedures and assist you with moving to Ann Arbor.

Will your housing agency bill my housing agency or absorb?

Normal procedures for the Ann Arbor Housing Commission are to absorb the initial housing authority for portability however; this must be verified prior to starting the portability process.

What is my utility reimbursement amount?

If you qualify for utility reimbursement, you will receive a letter from the AAHC that indicates the utility reimbursement amount. The utility reimbursement amount is based on your adjusted income, the type of utility (gas, electric, etc.), and the type of unit (apartment, single-family home, etc.).

When is my annual re-certification interview appointment?

All program participants are scheduled for re-certification appointments approximately four months prior to their anniversary date. Contact the Housing Specialist assigned to your case. You can also complete your annual re-certification online go to <https://housing.a2gov.org>.

Isn't it enough to report my income just once per year?

Definitely not. Whenever there is any kind of change in income it must be reported in person immediately, by email, or by mail. Your income change must be reported with supportive documents verifying the change.

AS LONG AS YOU REPORT THE CHANGES WITHIN 14 DAYS OF THE CHANGE YOU WILL NOT BE IN JEOPARDY OF ACCUMULATING A DEBT WITH PROGRAM OR LOSING YOUR VOUCHER.

If my income exceeds the limit am I removed from the program?

Not necessarily. If at any time it is discovered that you are over income, your assistance will be held for you to use again within a six-month period if your income once again falls below the income limit. It is up to you to report if this occurs. In the meantime, you will be responsible to pay the rent in full directly to the landlord. If no income changes are reported which result in AAHC paying a port of your rent, you will be removed from the program after 180- days.

What is Portability?

Portability is the process that allows eligible Housing Choice Voucher (Section 8) participants to transfer their rental assistance to a different Public Housing Authority (PHA) jurisdiction in the United States.

How do I know if I am eligible for Portability?

Porting Outside of AAHC's Jurisdiction (Port Out): To port out from AAHC, the participant should follow the steps below.

Steps to Port Out:

- Submit a Portability Request form to your assigned specialist.
- Ensure you are lease-compliant and up to date on your rent and responsibilities.
- You must have lived in our jurisdiction for at least 12 months or applied as a resident.
- Our staff will send your portability packet to the receiving PHA within 10 business days.

Important Notes:

You must continue to comply with all program requirements until you lease in your new location.

Delays may occur if paperwork is incomplete or if the receiving PHA has special policies.

To request portability, please email: housingcommission@a2gov.org or contact your assigned case manager.

How to Port to AAHC?

For more information about porting into our jurisdiction, contact us at:

housingcommission@a2gov.org

Additional Information

We recommend starting the portability process at least 45-60 days before your intended move date.

All processing is done in accordance with HUD regulations and may vary depending on the PHA.

You may print out forms from our website <https://www.a2gov.org/housing-commission/> .

Click on the Section 8 Housing Choice Voucher link, and scroll down to Packets and Forms, you will need the Portability Request and Notice of Intent to Move forms. If you are responsible for rent or utilities, you must be current, in a repayment agreement or have a zero-balance owed to AAHC or your landlord.