

## **PORTABILITY PROCEDURES**

**TO MDHA (persons wanting to live in Davidson County):**

**Portability packet, along with letter of good standing and copy of new voucher must be submitted to:**

**Portability Specialist  
Metropolitan Development and Housing Agency  
302 Foster Street  
Nashville, Tennessee 37207  
615-252-6500  
615-252-6614 Fax  
[Portability@nashville-mdha.org](mailto:Portability@nashville-mdha.org)**

**The initial housing authority must provide MDHA with the following:**

- **The latest paying 50058 (if current participant)**
- **Part 1 of the HUD 52665 (completed)**
- **A current Housing Choice Voucher**
- **EIV verification of income and family composition**
- **Current income that matches income on the 50058 if not verified by the EIV**

**The case will be forwarded to an intake specialist for them to contact client to schedule an appointment to finalize transfer.**

**The family is required to provide the following information:**

- **Birth certificates & social security card for all family members**
- **Current income verification**
- **Valid for ID for all family member 18 year of age or older**
- **Proof of full-time student status for family member 18 year of age or older**
- **INS documentation for non-citizens**

**The family is eligible to search for a unit and submit a Request for Tenancy Approval (RTA) RTAs may be submitted via fax: 615-252-6614, email: [section8leasing@nashville-mdha.org](mailto:section8leasing@nashville-mdha.org) or in person. However, no lease may be executed until after the family finalizes transfer with MDHA and unit passes inspection.**

**From MDHA:**

**Before processing a portability request, MDHA will verify with the receiving PHA whether or not they will absorb the voucher or bill MDHA on behalf of the family.**

**MDHA clients wishing to move outside of Davidson County need to contact their MDHA specialist to request transfer. The specialist determines whether or not family is eligible to exercise portability. The family must be in good standing with MDHA (owe no money), be in compliance with their current lease, and not owe any money to their current landlord. Upon determining eligibility, the specialist issues a new voucher and forwards portability packet, letter of good standing and copy of new voucher to Receiving PHA within 5-10 days of eligibility determination.**

## **PORTABILITY FREQUENTLY ASKED QUESTIONS**

- 1. Are you billing or absorbing portable vouchers?  
MDHA is currently absorbing incoming portable vouchers  
but is subject to change from month to month.**
  
- 2. What are the current MDHA payment standards?**

|            |             |
|------------|-------------|
| <b>0BR</b> | <b>1404</b> |
| <b>1BR</b> | <b>1442</b> |
| <b>2BR</b> | <b>1619</b> |
| <b>3BR</b> | <b>2035</b> |
| <b>4BR</b> | <b>2482</b> |
| <b>5BR</b> | <b>2854</b> |
  
- 3. What is your mailing address & contact numbers?**

**MDHA – Rental Assistance**  
**P.O. Box 846**  
**Nashville, TN 37202**  
**Phone: 615-252-6500**  
**Fax: 615-252-6614**  
**Email: [portability@nashville-mdha.org](mailto:portability@nashville-mdha.org)**
  
- 4. What is the MDHA PHA code?**

**TN005**
  
- 5. What is the MDHA tax ID or EIN #?**

**62-6001585**
  
- 6. What is your Port Administrative Fee?**

**\$60.99 effective 6/1/2024 but is subject to change.**  
**Column B rate of \$83.77 x 80% = \$67.02.**  
**91% of prorated Column B rate - \$67.02 x 91% = \$60.99.**