



Welcome to the  
Housing Authority  
of DeKalb County

## Housing Choice Voucher Portability Program



**The Housing Authority of DeKalb County (HADC) is one of the fastest growing housing authorities in the state of Georgia.**

We strive to make your portability transfer as simple as possible. This process can be done with your help and the help of your housing authority. Please review this brochure. It should answer most of your questions.

**In order for you to transfer under portability procedures,** your initial housing authority must fax, mail, or email your portability paperwork to our agency as listed on the back of this brochure.

**Your housing authority must provide HADC with the following:**

- The current HUD 50058
- The completed Part I of the HUD 52665
- A current voucher
- Income information that matches the HUD 50058

Upon receipt of your portability paperwork your initial housing authority will receive a letter of acknowledgement. You will then receive a letter to inform you of your intake/ briefing appointment.

*NOTE: HADC corresponds by mail. Therefore, if your address changes after HADC receives your paperwork, it is your responsibility to submit a change of address to HADC in writing.*

**You are required to submit the following information** when you attend your intake/ briefing appointment:

- Birth certificates and social security cards for everyone in the household
- Current income verification
- Valid Photo ID for everyone 18 years of age and older
- Proof of assets
- Proof of full-time student status for everyone 17 years of age and older
- INS documents for non-citizens

Photocopies of the first three documents will be acceptable; however, you will be required to submit originals if there are questions about the authenticity of the documents.

**Vouchers, Request for Tenancy Approval (RFTA) and the Initial Processing Form** are issued during the intake/briefing appointment. This process lasts approximately 2-1/2 hours. You will be required to remain in the briefing for its entirety. All household family members 18 years of age and older will be required to attend the intake/briefing.

## Other Helpful Hints

- Before visiting or contacting HADC, please allow the Portability Specialist to contact you via mail.
- Your time on your voucher will be the same time issued by your initial public housing authority.
- No extensions will be granted by HADC. Keep in mind that the time on your voucher is running. Therefore, it is necessary that you continue to look for housing while your paperwork is being processed.
- We do not recommend you move into a unit until all paperwork is approved and the unit has passed the Housing Quality Standards (HQS) inspection.
- Please keep in mind that you will be required to comply with HADC's policies and procedures. Our policies will be reviewed in depth with you during your intake/briefing appointment.

*Be sure to address all  
correspondence to:*



750 Commerce Drive, Suite 201  
Decatur, GA 30030  
Phone: 404-270-2500  
Fax: 404-270-2643