

5 Easy Steps
To Port in to the County of San Diego Housing Authority

1. Have your current or previous Housing Representative transfer all your Section 8 paperwork to the County of San Diego Housing Authority by fax or via mail to:

*County of San Diego Housing Authority
Attn: Portability Coordinator
3989 Ruffin Road
San Diego, CA 92123
Direct Fax: (858) 514-6530
Email: Regina.Guzman-Flores@sdcounty.ca.gov*

2. Once we have received your Section 8 paperwork from your previous Housing Authority, we will mail you important documents you will need to completely fill out and return to our office along with copies of verifications we have requested (*Originals will not be returned*). Please remember to have all adults sign the paperwork.
3. After receiving the completed forms and verifications, we will verify the information provided to us, including income and assets. We will also check criminal history on all adults.
4. After verifying income, assets and criminal history, we will mail you the Request for Tenancy Approval (RFTA), if eligible. The prospective owner will need to complete and return the RFTA to our office. This is the form to request approval of your new unit. You must sign this form as well. The rent must be affordable under our subsidy standards, as well as your voucher size.
5. Once the RFTA is received from the owner, you will have a waiting period of 10 to 15 working days for your newly assigned Housing Representative to contact you and the owner to schedule an inspection appointment for your new unit.

Remember, the complete port-in process takes approximately 40-60 days to be completed.

No files will be rushed or expedited at anytime.

*Please note: Different housing agencies may have different policies and deadlines. The Housing Authority of the County of San Diego will issue a portability voucher according to our subsidy standards. The Housing Authority of the County of San Diego will not extend the Housing Choice Voucher beyond the initial PHA's expiration date. Any extensions granted to the portable family will be at the initial PHA's discretion.

Thank You