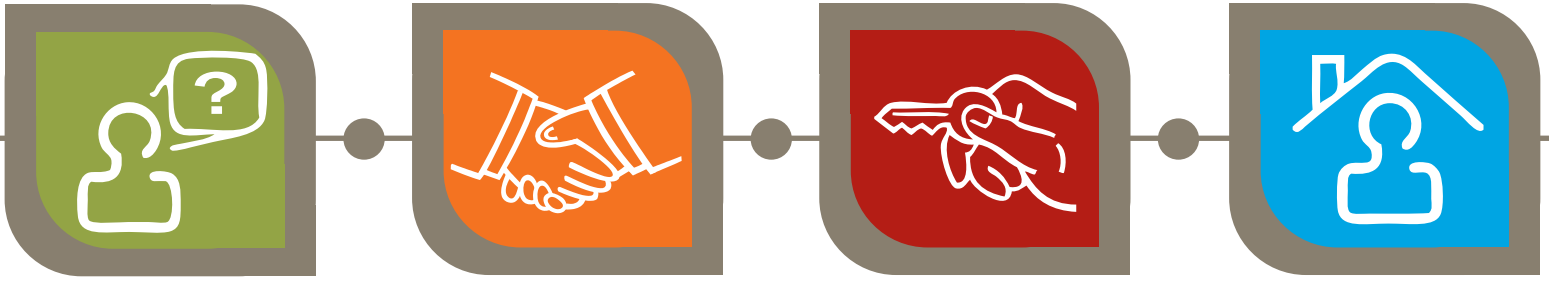


# The *Ins* and *Outs* of Porting into NCHA



## Starting the Process

To begin the process, if a participant would like to port their voucher to NCHA, the participant should first meet with their case manager at their housing authority. Their housing Authority must then send the participant's file to NCHA with the following information:

- Form HUD-52665
- Copy of the voucher
- Copy of the most recent Form HUD-50058
- Copies of income verification forms
- Copies of family composition documents
- Voucher Holder contact information

NCHA will contact the participant within 10-15 business days after receiving the complete file. Please ensure that the current Housing Authority sends the most up-to-date information. NCHA will not make any changes to the participant's income or family composition until after lease up.

When porting into NCHA, NCHA will conduct a back ground check and from their an eligibility screening. After the background check and eligibility screening, Vouchers will then be issued.

- Voucher must have at least 30 days remaining before expiration to be ported

Voucher family is subject to eligibility screening criteria before moving to NCHA

Before your port is complete, if you have a change in income (starting a new job or increase in pay) you can report it to NCHA. If you have a change in family composition, you can report the change to your initial housing authority as well as NCHA. Please know that NCHA's occupancy standard is 2 people per room, regardless of age or sex.

As of 1/1/2026, the North Charleston Housing Authority is billing for incoming portability requests.

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact NCHA at (843) 747-1793.

## Submit documents to:

North Charleston Housing Authority  
6327 Rivers Avenue  
North Charleston, SC 29406

Email: [ports@nchashousingauthority.com](mailto:ports@nchashousingauthority.com)