

# ***Housing Authority of the Borough of Keansburg***



1 Church Street, Keansburg, NJ 07734  
Telephone: (732) 787-6151 ▪ Fax: (732) 787-5204

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## **PORTABILITY PROCEDURES**

**Step 1:** Notify your current Housing Authority that you would like to move to Keansburg, New Jersey

When your (initial Housing Authority or IHA) receives a written request from you that you would like to move to our jurisdiction, the initial Housing Authority must mail the Portability Packet to the following address:

HOUSING AUTHORITY OF THE BOROUGH OF KEANSBURG  
1 CHURCH ST.  
KEANSBURG, NJ 07734  
ATTENTION: MS. DIANA ALBINO  
SECTION 8 PROGRAM COORDINATOR

Or email to: [Diana@keansburgha.org](mailto:Diana@keansburgha.org)

Or FAX: (732) 787-5204

**Step 2:** When this agency (Receiving Agency) receives the portability packet Ms. Albino will then contact you by mail or email (if provided) with a scheduled appointment.

Upon receiving scheduled appointment, you must bring the following items to your interview:

- (1) Current valid photo identification for all adults, 18 years and over
- (2) Original Birth certificates for everyone in the household
- (3) Original Social Security cards for everyone in the household
- (4) Proof of any and all income for ALL household members.
- (5) Assets: Six (6) months' statements for Checking and current statement for Savings, certificate of deposit(CDs), Stocks, Bonds, Life Insurance policies that have a cash value, real property, pension funds, IRA
- (6) Packet mailed with the scheduled appointment letter signed, dated by all adult family members

**Step 3:** Interview and issuance of voucher. ALL adults 18 years and over listed in the household composition must attend the interview.

**Step 4:** Search according to Voucher size and **OUR** Payment Standards (PS). Our PS vary by zip code as we have to use Small Area Fair Market Rent (SAFMR) payment standards. Please be mindful of the zip codes and corresponding PS.

PLEASE NOTE:

The Housing Authority of the Borough of Keansburg is NOT ABSORBING INCOMING VOUCHERS. This Agency will bill your initial Housing Agency according to regulations once the family has been leased up.

Best of Luck!

*Diana Albino*  
Section 8 Program Coordinator  
(732) 787-6151 Ext. \*101