

PORTSMOUTH

REDEVELOPMENT & HOUSING AUTHORITY

DATE

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Dear Applicant:

This notice is to confirm the procedure to change/update your address on a housing application:

NOTE: In order for the Occupancy Division to change/update your address on a housing application, you must provide a document that has your current name, address, and dated or postmarked within the last 60 days. Document(s) must be hand-delivered to the Occupancy Division, 1746 South Street, Portsmouth, VA 23704. **Changes will not be accepted or made to your address without the proper documentation.**

Persons with disabilities that require a Reasonable Accommodation, or live outside of Virginia are to contact the Occupancy Division for further instructions.

Should you have any questions, please contact the Occupancy Division located inside the Swanson Homes' rental office at 1746 South St., Portsmouth, VA 23704, or call (757) 391-2932, (757) 391-3056 or (757) 391-3059. Thank you for your interest in our housing programs!

Very truly yours,

Lillian P. Garris
Compliance & Occupancy Officer

"We're Making Our City More Inviting Than Ever."

