

**DELAWARE COUNTY HOUSING AUTHORITY  
INCOMING PORTABILITY PROCEDURES**

1. Portability referrals to Delaware County Housing Authority (DCHA) should be sent to the Attn: of Julie Marder at [jmarder@dcha1.org](mailto:jmarder@dcha1.org) or via fax at 610-490-3306.
2. All incoming Portability clients **must apply** in DCHA's on-line system by following the below instructions. If they are a **current** applicant with DCHA they do not need to do this step, but they must advise DCHA that they have already applied.
  - Go to [www.dcha1.org](http://www.dcha1.org)
  - On right- click on "Resident/Client portal"
  - Top left- click on "Applicant Login"
  - On the right- click on "Register Now"
  - Select "I **do NOT** have a registration code"
  - Portability client completes all the required fields on the application.
  - Portability client may select any DCHA waiting list they may want to apply for and select the "wait" property.
  - Portability client notifies Cathy Kueny at [catherinek@dcha1.org](mailto:catherinek@dcha1.org) that they have successfully completed the on-line application.
3. Once this is completed, DCHA will send an email with instructions for the RentCafe Intake Certification process.
4. All DCHA correspondence and documents are handled electronically.