



Housing Authority of the City of Eastman

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Michelle Butler, Executive Director

TRANSFER POLICY REQUEST FOR UNIT TRANSFER FORM

UNIT TRANSFERS

OBJECTIVES OF THE TRANSFER POLICY

The objectives of the Transfer Policy include the following:

- A. To address emergency situations.
- B. To fully utilize available housing resources while avoiding overcrowding by ensuring that each family occupies the appropriate size unit.
- C. To facilitate a relocation when required for modernization or other management purposes.
- D. To facilitate relocation of families with inadequate housing accommodations.
- E. To provide an incentive for families to assist in meeting the Eastman Housing Authority's deconcentration goal, if appropriate.
- F. To eliminate vacancy loss and other expenses due to unnecessary transfers.

CATEGORIES OF TRANSFERS

Please check the Category that pertains to your request for Transfer.

_____ Category A: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.

_____ Category B: Immediate administrative transfers. These transfers are necessary in order to permit family needing accessible features to move to a unit with such a feature or to enable modernization, revitalization, disposition or demolition work to proceed.

_____ Category C: Regular administrative transfers. These transfers are made to offer incentives to families willing to help meet certain Eastman Housing Authority occupancy goals, to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency but medically advisable transfers, and other transfers approved by the Eastman Housing Authority when a transfer is the only or best way of solving a serious problem.

I, _____, am a tenant currently living at _____
(Print name) (Address)

Apartment # _____ Phone/Cell # _____ I hereby request a transfer due to (please give a complete explanation)

DOCUMENTATION

When the transfer is at the request of the family, the family may be required to provide third party verification of the need for the transfer.



INCENTIVE TRANSFERS

Transfer requests will be encouraged and approved for families who live in a development where their income category (below or above 30% of area median) predominates and wish to move to a development where their income category does not predominate.

PROCESSING TRANSFERS

Transfers on the waiting list will be sorted by the above categories and within each category by date and time.

Transfers in category A and B will be housed ahead of any other families, including those on the applicant waiting list. Transfers in category A will be housed ahead of transfers in category B.

Transfers in category C will be housed along with applicants for admission. The ratio of transfers to admissions will be posted each year for each development after the annual reexamination. This ratio will be calculated by the Executive Director or his/her designee taking into account the vacancy rate and the number of pending transfers for each neighborhood.

Upon offer and acceptance of a unit, the family will execute all lease up documents and pay any rent and/or security deposit within two (2) business days of being informed the unit is ready to rent. The family will be allowed seven (7) calendar days to complete a transfer. The family will be responsible for paying rent at the old unit as well as the new unit for any period of time they have possession of both. The prorated rent and other charges (key deposit and any additional security deposit owing) must be paid at the time of lease execution.

The following is the policy for the rejection of an offer to transfer:

- A. If the family rejects with good cause any unit offered, they will not lose their place on the transfer waiting list.
- B. If the transfer is being made at the request of the Eastman Housing Authority and the family rejects two offers without good cause, the Eastman Housing Authority will take action to terminate their tenancy. If the reason for the transfer is that the current unit is too small to meet the Eastman Housing Authority's optimum occupancy standards, the family may request in writing to stay in the unit without being transferred so long as their occupancy will not exceed two people per living/sleeping room.
- C. If the transfer is being made at the family's request and the rejected offer provides deconcentration incentives, the family will maintain their place on the transfer list and will not otherwise be penalized.
- D. If the transfer is being made at the family's request, the family may, without good cause and without penalty, turn down one offer that does not include deconcentration incentives. After turning down a second such offer without good cause, the family's name will be removed from the transfer list.

COST OF THE FAMILY'S MOVE

The cost of the transfer generally will be borne by the family in the following circumstances:

- A. When the transfer is made at the request of the family or by others on behalf of the family (i.e., by the police);
- B. When the transfer is needed to move the family to an appropriately sized unit, either larger or smaller;
- C. When the transfer is necessitated because a family with disabilities needs the accessible unit into which the transferring family moved (The family without disabilities signed a statement to this effect prior to accepting the accessible unit); or
- D. When the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.

The cost of the transfer will be borne by the Eastman Housing Authority in the following circumstances:

- A. When the transfer is needed in order to carry out modernization, disposition or demolition activities; or
- B. When action or inaction by the Eastman Housing Authority has caused the unit to be unsafe or inhabitable.

The responsibility for moving costs in other circumstances will be determined on a case by case basis.

TENANTS IN GOOD STANDING

When the transfer is at the request of the family, it will not be approved unless the family is in good standing with the Eastman Housing Authority. This means the family must be in compliance with their lease, current in all payments to the Housing Authority, and must pass a housekeeping inspection.

TRANSFER REQUESTS

A tenant may request a transfer at any time by completing a transfer request form. In considering the request, the

Eastman Housing Authority may request a meeting with the tenant to better understand the need for transfer and to explore possible alternatives. The Eastman Housing Authority will review the request in a timely manner and if a meeting is desired, it shall contact the tenant within ten (10) business days of receipt of the request to schedule a meeting.

The Eastman Housing Authority will grant or deny the transfer request in writing within ten (10) business days of receiving the request or holding the meeting, whichever is later.

If the transfer is approved, the family's name will be added to the transfer waiting list.

If the transfer is denied, the denial letter will advise the family of their right to utilize the grievance procedure.

RIGHT OF THE EASTMAN HOUSING AUTHORITY IN TRANSFER POLICY

The provisions listed above are to be used as a guide to ensure fair and impartial means of assigning units for transfers. It is not intended that this policy will create a property right or any other type of right for a tenant to transfer or refuse to transfer.

TRANSFERS OF RESIDENTS AND PLACEMENT OF APPLICANTS WITH DISABILITIES

- I. Transfers of residents with disabilities and placement of applicants with disabilities requiring UFAS-accessible units will be centrally coordinated through the section 504 and ADA coordinator with the assistance of an EHA Housing Specialist;
- II. When a UFAS-accessible unit becomes available, the unit will first be offered to a current occupant with disabilities who requires the accessibility features of the vacant, accessible unit and is occupying a unit not having those features;
- III. If there is no current resident who requires the accessibility features of the vacant, accessible unit, then the vacant accessible unit will be offered to an eligible, qualified applicant with disabilities on the waiting list who can benefit from the accessible features of the available, accessible unit;
- IV. If there is not an eligible qualified resident or applicant with disabilities, needing the features of the vacant available unit, on the waiting list who wishes to reside in the available accessible unit, then it will be offered to an applicant on the waiting list who does not need the accessible features of the unit. See 24 C.F.R. § 8.27. However, the EHA will require the applicant to execute the dwelling lease, which requires the resident to relocate to a vacant non-accessible unit within thirty (30) days of notice by the EHA that there is an eligible applicant or existing resident with disabilities who requires the accessibility features of the unit. See 24 C.F.R. § 8.27.

Tenant's Signature

Date

EHA OFFICE ONLY

Received Transfer:

Signature of EHA Staff

Date

Meeting with Tenant required: Yes () No () Meeting Date: _____

Executive Director Approval

Date

Executive Director Denial

Date

Date added to Transfer Waiting List: _____

H.S. Initials: _____

Note: Once Tenant has been added to Transfer Waiting List file this form in Resident File under tab Application for Occupancy and Move in Documents.

COMMENTS:

