

TRANSFER POLICY

Reassignment or transfer to other dwelling units will be made without regard to race, sex, color, religion, creed, national/ethnic origin, or familial status. Residents can be transferred to accommodate a disability.

The Transfer Policy is to help the PHA utilize the correct size units to accommodate as many residents as possible. Residents may be eligible for a unit transfer if their family composition changes, for health reasons, and/or they become over/under housed. Residents will not be transferred to a dwelling unit of equal size except to alleviate hardship of the resident or other undesirable conditions as determined by the Executive Director. PHA does not allow transfers for unauthorized reasons.

Residents will receive one offer of a transfer. When a unit is offered, the transfer must be made within two (2) weeks. Refusal of that offer without good cause will result in lease termination for mandatory transfers or the removal of the household from the transfer list for voluntary transfers. The good cause standard applicable to new admissions shall apply to transfers.

The PHA reserves the right to immediately transfer any family who has misrepresented family circumstances or composition and the family charged the posted rate for convenience transfers. Failure to pay for these charges will result in termination of the Dwelling Lease.

When a unit becomes vacant or the PHA is notified that a unit will become vacant in the near future, the transfer list will be reviewed and the unit will be offered to the next resident at the top of the Transfer List requiring the size or type of unit available.

Types of Transfers:

1. This policy sets forth several categories of transfers. Priority for transfer and the order in which families are transferred shall be subject to the hierarchy by category set forth below.
 - a. Emergency Transfers are mandatory when the unit/building conditions pose an immediate threat to resident's life, health or safety, as determined by PHA. Emergency transfers within sites or between sites may be made to:
 - Permit repair of unit defects hazardous to life, health, or safety;
 - Alleviate verified medical problems of a life threatening nature; or,
 - Based on threat assessment by a law enforcement agency, protect members of the household from attack by the criminal element in a particular property or neighborhood.

These transfers shall take priority over new admissions.
 - b. Category 1 Administrative Transfers include mandatory transfers to:
 - Remove to safety residents who are witnesses to crimes and may face reprisals (as documented by a law enforcement agency);
 - Provide housing options to residents who are victims of hate crimes or extreme harassment;
 - Alleviate verified medical problems of a serious nature;
 - Permit modernization of units; or,
 - Permit a family that requires a unit with accessible features to occupy such a unit.

These transfers shall take priority over new admissions.
 - c. Category 2 Administrative Transfers: Transfers within sites or between sites may be made to:

Correct occupancy standards (mandatory; over or under the PHA's standards; e.g., a family living in a unit too small or too large for its needs will be transferred to the first available unit of the appropriate size. A family living in a unit too small shall be given preference over a family living in a unit too large.)

Offer incentive transfers (voluntary) as described below,

De-segregate transfers to achieve racial balance of sites

These transfers will take priority over new admissions.

Category 2 transfers to correct occupancy standards will only be made if the family size is smaller than the PHA's minimum number of persons per unit standard for the household or larger than the maximum number of persons per unit standard for the unit the family is occupying.

These transfers are mandatory.

If a family's size is between the minimum and maximum occupancy limits for the unit, the family may request a transfer, but it shall be considered a Category 3 transfer.

- d. Category 3 Administrative Transfers: Mandatory transfers within sites or between sites may be made to:

Correct and avoid concentration of the most economically and socially deprived families;

Correct occupancy standards (voluntary if the family is between the minimum and maximum occupancy standard but the family requests a transfer, e.g. to permit older children of opposite sexes to have a separate bedrooms); or,

Address situations such as neighbor disputes that are not criminal but interfere with the peaceful enjoyment of the unit or common areas.

These transfers **WILL NOT** take priority over new admissions.

2. Whenever feasible, transfers will be made within a resident's area.

C. **Processing Transfers**

1. A Transfer List will be maintained by the PHA. This list will reflect the resident's name, present unit number, bedroom size currently housed in; bedroom size needed, and will be ranked according to the date PHA becomes aware of the transfer need. In addition to PHA initiated transfers, the resident may submit requests for transfer to the office, including necessary documentation.
2. The Executive Director will sort requests for transfer into categories. Admissions will be made in the following order:
 - a. Emergency transfers
 - b. Category 1 Administrative Transfers
 - c. Category 2 Administrative Transfers
 - d. Applicants
3. Category 2 transfers to correct occupancy standards may be recommended at time of re-examination or interim re-determination. This is the only method used to determine over/under housed status.

4. Residents in a Category 2 over/under housed status will be advised in their 30 day "Notice of Result of Reexamination" that a transfer is recommended and that the family has been placed on the transfer list.
5. When a head of household, originally housed in a bedroom by him/herself, has or adopts a child, the family will not be approved for a Category 2 transfer until the child is two (2) years of age. Exceptions: spouse or partner returns to the unit, marriage takes place, or family decides to remain in the unit and the unit is large enough (using the maximum persons per unit standard) to accommodate the number of persons now in the household. **(Other than for births that occur during tenancy, PHA's prior approval of additions to the household is required.)**

D. Good Record Requirement for Transfers

1. In general, and in all cases of resident-requested transfers, residents will be considered for transfers only if they:
 - a. Do not owe back rent or other charges, or evidence a pattern of late payment; or
 - b. Meet reasonable housekeeping standards and have no housekeeping lease violations.
2. Exceptions to the good record requirements may be made for emergency transfer or when it is to PHA's advantage (e.g. a single persons is living alone in a three (3) bedroom unit and does not want to move) to move forward with the transfer. The determination to make an exception to the good record requirement will be made by the Executive Director.
3. Absent a determination of exception the following policy applies to transfer:
 - a. If back rent is owed the resident will not be transferred until a payment plan is established, or if prior payment plans have failed, back rent is paid in full.
 - b. A resident with housekeeping standards violations will not be transferred until he/she passes a follow-up housekeeping inspection.

E. Incentive Transfers

1. Incentive transfers are offered to residents without regard to their race, color, national origin, religion, sex, disability or familial status, who have good rental histories and want to move to units other than those they currently occupy.
 - a. Incentive Transfer – PHA will occupy recently modernized and scattered site units through incentive transfers. No applicants shall be admitted directly to scattered site units. Depending on PHA's vacant unit status, modernized units will be filled with incentive transfers, new applicants, or a combination of both. PHA reserves the right to fill modernization units in a manner that has the least impact on vacant units.
 - b. Resident requests for incentive transfers should be made to the PHA in writing. PHA may also recommend a resident for an incentive transfer. To be considered for an incentive transfer, the following conditions must be met:
 - (1) Resident must reside in the PHA development for at least three (3) years.
 - (2) No more than two repayment agreements, or unpaid balances at any time in the past two (2) years.

(3) No history of disturbances that resulted in lease violations or violence toward staff or neighbors as indicated by notices of lease violation in the resident's file.

(4) Good housekeeping record.

2. Incentive transfers are Category 2 administrative transfers. Scattered site incentive transfers will take precedence over new admissions and modernization incentive transfers may take precedence over new admissions.
3. No exceptions will be granted to the good record requirement for incentive transfers.

Transfer decisions and actions are subject to the PHA Grievance Procedure if a resident disagrees with the decision or action.

F. Cost of Transfers

Residents shall bear the cost of transfers to correct occupancy standards, however, where there is a hardship due to health, disability, or other factors, the Executive Director may recommend that families be reimbursed their out of pocket expenses for an occupancy standards transfer. Transfers requested or required by PHA will be paid for or made by the PHA.

The PHA must treat the transfer as a move-out transaction, completing a move-out inspection on the old unit and a move-in inspection on the new unit.

Any charges due on the move-out transaction due to damages will be requested and collected from the resident prior to transfer. If necessary, a Repayment Agreement may be initiated for the damages.

A new Dwelling Lease packet will be executed from any change of address.

Any additional rents required, via pro-ration, will be collected at the time of transfer. The number of days paid at the "old" rental rates versus the number of days at the "new" rental rates will be used. If the new rent rate is higher, the PHA must collect the balance due for the month at the time of transfer. If the new rate is lower, appropriate credit will be given toward the next month's rental payment. The calculation must be made and posted to the resident's account.

A Security Card will be prepared noting that the Security Deposit was transferred from the old unit to the new unit.