

**V. Transfer Policy**

**A. General Transfer Policy**

1. Transfers will be made without regard to race, color, national origin, sex, religion, or familial status. Residents can be transferred to accommodate a disability.
2. Residents will not be transferred to a dwelling unit of equal size and type except to alleviate hardship of the resident or other undesirable conditions as determined by the Executive Director or designee.

**B. Transfers within the Public Housing Program**

1. The following transfers will take precedence over new admissions and will not be subject to a transfer fee. Transfers within the Public Housing Program for these reasons will be made on a priority basis without regard to the waiting list:
  - (a) Emergencies
  - (b) Over housed
  - (c) Under housed
  - (d) Medical justification
  - (e) Administrative reasons determined by HAB
  - (f) Single Family Home– This is for families and/or individuals who meet either (A) or (B) above and who have demonstrated a history of good tenancy with the HAB. Families must qualify in all program aspects for a single-family home and comply with the Single Family Home Lease Addendum.
2. The following transfers will not take precedence over new admissions and will be subject to a transfer fee of \$250, which is non-refundable.
  - (a) Voluntary: this will be limited to one move and subject to the current transfer fee of \$250. Voluntary transfers are considered at the resident's request.
3. For tenant transfers within the public housing program, a full additional deposit will not be required. Instead, the difference between the deposit balance and the deposit due on the new unit will be required. Example: Old unit – deposit balance of \$200, a New unit – required deposit of \$300. All that will be collected in this case is the additional \$100.
4. Residents will be allowed 5 calendar days to complete the transfer. Completing the transfer includes cleaning the old unit according to HAB standards.

**C. Agency Inter-Program Transfers**

1. Transfers between the HAB Public Housing Program, Project Based Section 8 Program and the Section 8 Tenant Based Rental Assistance Program will be made on a case-by-case basis. Transfers will be allowed for the following reasons:
  - (a) Occupancy Standards
  - (b) Accessibility Needs and Special Needs of those with disabilities
  - (c) Personal Safety Needs
  - (d) Other Special Needs as determined by Management.
2. Transfer requests (if requested by program participant) must be submitted in writing. Tenants must be in good standing within a given program to be considered for a transfer. Transfers will take priority before new admissions.

**D. Split-family Transfers**

1. Split-family transfers will be processed according to Break-Up of Family Plan.
2. Such transfers will be made in a manner that minimizes the impact on vacant units.

**E. Good Record Requirement for Transfer**

1. In general, and in all cases of all resident-requested transfers, residents will be considered for transfers only if the head of household and any other family members:
  - Do not owe back rent or other charges;
  - Meet reasonable housekeeping standards and have no housekeeping lease violations; and,
  - Can get utilities turned on in the name of the head of household (applicable only to properties with tenant-paid utilities).
  - Do not have a history of lease violations.
2. Exceptions to the good record requirements may be made for emergency transfers or when it is to the PHA's advantage to make the transfer. Absent a determination of exception, the following policy applies to transfers:
  - 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.
  - A resident with housekeeping standards violations will not be transferred until he/she passes a follow-up housekeeping inspection.

**F. Paying for Transfers**

Residents shall bear the costs of transfers.