

MODEL RULES

Set Site Rules on Unit Transfers

Written unit transfer rules tell staffers and households exactly what your standards are when it comes to households moving from one unit to another. Rules also head off claims of unfairness if you require a transfer or deny a request for a transfer. Our Model Rules deal first with unit

transfers related to disability and household size. They then give you two options for dealing with households' transfer requests for other reasons. You can choose which option is better for your site. Be sure to get your attorney's okay before adopting these rules for your site.

HOUSE RULES ON UNIT TRANSFERS

- 1. Households with disabled members.** In accordance with federal fair housing law, households may request a transfer to another unit to accommodate a household member with a disability. Households must provide the name and address of a health care provider from whom management can request verification that a member is disabled and needs to transfer to another unit to accommodate the disability. If management receives verification from a health care provider, and the household's income is currently below tax credit program limits, management will allow the household to transfer to the next available appropriate unit at the site.

If the household's income currently exceeds tax credit program limits, the household may transfer only to the next available appropriate unit previously occupied by a qualified low-income household in the same building in which it currently resides. If no such unit is available in the same building, management will place the household's name on a waiting list for an appropriate unit in the building and accommodate the request as soon as such a unit becomes available.

- 2. Changes in household composition.** When a household no longer meets site occupancy standards for its unit because members have moved in or moved out, the household may request a transfer to an appropriately sized unit. If the household's income is currently below tax credit program limits, management will grant the request under the following conditions:
- An appropriately sized unit at the site is available;
 - Management has received applications for units of the size the household currently occupies; and
 - The household is not planning to move out within the next three months.

If the household's income currently exceeds tax credit program limits, in addition to the requirements described in a through c above, the household may transfer only to the next available unit previously occupied by a qualified low-income household in the same building in which it currently resides. In the event that no such unit is available in the same building, management will place the household's name on a waiting list for an appropriate unit in the building and accommodate the request as soon as such a unit becomes available.

- 3. Transfers for other reasons.** *[Select one of the following options]*

- **Option #1:** No transfers will be permitted for any reason other than those described above; or
- **Option #2:** A household may request a transfer for reasons other than those described above, but must pay *[insert amount, e.g., \$100]* to cover the cost of the transfer, payable when an appropriately sized unit becomes available for the transfer. Management will grant these requests whenever possible and transfer the household; but transfers for the reasons described in paragraphs 1 and 2 shall have priority over all other transfer requests. If the household's income currently exceeds tax credit program limits, the household may transfer only to a unit previously occupied by a qualified low-income household in the same building in which it currently resides.