

IN-HOUSE PREFERENCES

As vacancies occur, in-house residents are given preference over persons on the Waiting List for *Unit Transfers*. For assigning Section 8 slots please see below.

Adding In-House Residents to the Electronic Transfer Waiting List:

A household can be added to the Unit Transfer Waiting List for any of the below listed reasons and a “Notice of Status of Unit Transfer” form **RS-30ut** must be sent to the household confirming their placement and priority rating:

Medical Transfers Priority Code #1: A current resident household that has a member in need of a downstairs unit, an accessible unit or a live-in attendant due to medical reasons may request to be put on the Unit Transfer Waiting List at any time after occupancy begins. Transfers with priority Code #1 shall be granted according to the date of the request, and the degree of medical necessity for the transfer. There must be documentation to support the medical transfer.

Required Transfers Priority Code #2: Households that do not meet the Occupancy Standards for the unit they are occupying: under utilizing or exceeding the unit size standards. The Property Manager will automatically place those resident households on the Unit Transfer Waiting List.

Transfers with a Priority Code #2 shall be granted to the household with the earliest effective dated HUD 50059 “Tenant Income Certification” in which the household did not meet the Occupancy Standards for the unit.

Optional Transfers Priority Code #3: A current resident household that qualifies for a different size unit may request to be put on the Unit Transfer Waiting List at any time after their occupancy begins.

Examples:

1. A three or four person household that qualifies for either a two bedroom or a three bedroom unit, may accept a two bedroom unit, but requests to be put on the Unit Transfer Waiting List for three-bedroom at their initial point of entry to the property. Placement on the Unit Transfer Waiting List is not automatic.
2. A two, three, or four-person household that anticipates an additional household member may request to be put on the Unit Transfer Waiting list for a three bedroom unit. i.e. for unborn children, adoption in process, foster care in process, child custody, adding an adult household member, etc.

Transfers with priority Code #3 shall be granted according to the date of request, oldest request first; **and**, the Property Manager must obtain pre-approval from their Regional Property Supervisor.

Before a unit transfer takes place, the Property Manager must:

1. Notify the Resident via form **RS-30ut** about the new unit availability.
2. Inspect the old unit for damages – no exceptions.
3. Make sure that rent and damages are paid in full on the old unit - first.
4. Make sure that the resident does not have any lease violations.
5. Make sure that the reason for the transfer is documented, and if required, approved by the Regional Property Supervisor.

Then the granting of a transfer shall be based *first* upon the *priority* assigned, and *secondly* by the *date* the household is placed on the Unit Transfer Waiting List.

Moving Residents Who Require an Accessible Unit, a Particular Floor or Floor Location: (This is the #1 unit transfer.)

If a resident household has requested and is being moved to a different unit as a reasonable accommodation to a household member's disability because the person needs special accessibility features in a unit or the person's disability requires that they live on a particular floor or location on the floor, then the Owner must provide and pay** for the move under the following conditions:

1. Resident must securely pack all knick-knacks, breakables and wall hangings prior to the move.
2. Resident must securely pack all personal items including, but not limited to clothing, linens, cleaning supplies, kitchen and bathroom items, etc.
3. Resident must disconnect and securely pack all personal appliances. For example, oxygen machines or other medically necessary equipment; computers, television sets, etc.
4. Management staff or a licensed vender chosen by Management will move the items listed above, including furniture, from the old apartment into the new apartment during regular business hours unless prior arrangements have been made and approved by the Regional Property Supervisor.** At least 7-days prior to the move, the resident will be notified in writing of the date that Management will move their belongings.
5. Resident must sign a "Waiver Liability for Moving Resident Belongings" prior to the move – form M-13ut. *The resident has the right to "refuse" to have Management move their belongings. A space is provided on the "Waiver" should the resident choose this method to move.*
6. Management will pay for standard utility transfer fees for the utilities listed as provided "by Owner" in the Rental Agreement.**

****NOTE:** Owner will pay for the moving expenses unless doing so would constitute an undue financial and administrative burden.

Removal from the Transfer List:

Once the resident is placed on the Unit Transfer Waiting List he/she can only be removed under the below circumstances: (An **RS-30ut** must also be sent to the resident to confirm their status.)

- Voluntary withdrawal by the resident.
- Resident refusal of a unit
- Management decision not to move the resident. I.e. due to lease violations, etc.
- Resident's acceptance of the new unit.

Resident Refusal or Withdrawal:

If the Resident voluntarily withdraws or refuses the unit transfer for any reason other than the below listed reasons, the resident will be removed from the Unit Transfer Waiting List and notified by form **RS-30ut**.

However, if any of the below requirements are met, the resident will remain at the top of the Unit Transfer Waiting List for the next available unit and notified of their status via form **RS-30ut**:

- An extreme personal emergency; or,
- Any documented medical reason; or,
- In the event that a household member is physically disabled and the unit being offered is non-disabled accessible; or,
- The unit being offered doesn't meet their specific need - a downstairs unit is needed and the vacant unit is upstairs, etc.

NOTE: After unit transfers are addressed, the remaining units will be filled from the applicants on the current Waiting List as required by program and policy.

Rent Proration:

In **all** cases for all properties a rent proration should be completed for both the "old" unit and the "new" unit. The "**to**" date on the new unit is the "transfer date" (lease signed, keys given, etc.) The "**from**" date on the old unit is always the day before the "transfer date". The resident will be ***given up to 3 days*** in order to complete his/her move after keys are given to the new unit. If the resident exceeds 3 days, he/she will be charged "rent" (holdover damages) based upon the contract rent for the old unit.

Adding In-House Residents to the Electronic Waiting List for Section 8 Slots:

In the event that a current resident at a ***mixed property**** requests Section 8 assistance, the Head-of-Household must complete a Rental Application (form RS-1h) showing household composition, income, etc. Management will then enter the date and time the application was received; and, assign a preference (Refer to the “Waiting List Policy” section).

The application will be added to the current appropriate bedroom size Waiting List of applicants. The household will be sent an ***RS-30hr*** “Notice of Status of Application” to confirm their placement. It should be noted that the applicant is a “current resident” of the apartment community. This is especially important when a section 8 slot becomes available and there are “no” vacant units. (Please see below.)

***Mixed Property:** *A 236, BMIR, 221-D3 properties with only a portion of the units covered under a project based Section 8 contract.*

Assigning Slots - Vacant Units:

When Section 8 slots become available due to a unit *vacancy*, qualifying in-house residents will ***not*** be given priority over applicants on the Waiting List.

At the time a Section 8 slot becomes available, it will be offered to the ***“applicant”*** household that qualifies based upon the application date and time, and by the preferences set forth in the Resident Selection Policy.

Assigning Slots – NO Vacant Units:

If there are no vacant units at the site and a Section 8 slot becomes available because another in-house household has *lost its Section 8 eligibility*, an *in-house household on the Waiting List* will be assigned the Section 8 slot. You must still select the in-house applicant from the Waiting List based on the date, time and priority of their application compared to other in-house residents on the Waiting List.