

## SPECIAL TURNOVER POLICY FOR RENTAL ASSISTANCE UNITS

(Note: As previously mentioned, for properties that are not 100% assisted, Rental Assistance should always be assigned to and in-house resident who is paying the highest percentage of his/her income for rent and utilities *first*, before assigning the slot to an applicant on the Waiting List.)

USDA-RD regulations prohibit claiming Rental Assistance for days in which a unit is “vacant”. Property Managers should be certain that “move-in” and “move-out” dates are accurately reflected on required documentation to ensure that vacancy days are correctly reported.

### Move-In Date:

The *move-in* date is the day keys are given and the resident is given possession of the unit. This must be the same date reflected in the Rental Agreement.

It is strictly *against company policy* to reflect a move-in date that *precedes* the day actual possession (keys given and lease signed) of the unit is given to the resident.

### Move-Out Date:

The *move-out* date is the last day that the resident **occupies** the unit. In normal cases, this is the day keys are returned to the office and the resident gives possession of the unit back to Management. In cases of skip outs, the *move-out* date should be considered the date that the unit is discovered to be vacant. Whether or not the resident gives a 30-day notice does not have any affect on the *actual move-out date*.

It is strictly *against company policy* to reflect a move-out date that is later than the date the unit was actually vacated (or skip discovered).

### Turnover Guideline:

In normal cases of Rental Assistance turnovers, there should be a one to four day period between the *move-out date* (departing resident) and the *move-in date* (incoming resident). The unit turnover should not exceed four days except in unusual cases requiring extraordinary work to prepare the unit for the new move-in. Occasionally units left in exceptional condition may require as little as one day to prepare.

It is strictly *against company policy* for Property Managers to try and minimize vacancy days by incorrectly reporting *move-in* or *move-out dates*.