

SPECIAL TURNOVER POLICY FOR SECTION 8 UNITS

HUD Section 8 regulations prohibit claiming assistance for days in which a unit is “vacant”. Managers should be certain that “move-in” and “move-out” dates are accurately reflected on required documentation so that vacancy days are accurately 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 (lease).

It is strictly *against* company policy to reflect a *move-in date* that precedes the day actual possession 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 turned in 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 physical actual *move-out date*.

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

Turnover Guideline

In normal cases of Section 8 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.