

## **Transfer Policy**

The Watertown Housing Authority (WHA) will abide by this policy when a tenant submits a request to transfer. When applicable, all local, state, and Federal laws will take precedence.

### **INTRODUCTION**

The transferring of families is a very costly procedure, both to the WHA and to the families. However, it is the policy of the WHA to permit a resident to transfer within or between housing developments; there will be specific times when it is necessary to comply with occupancy standards; or when it will help accomplish Affirmative Housing and reasonable accommodations goals of the WHA.

- Reassignment or transfer to other dwelling units shall be made without regard to race, color, sex, religion, national origin, disability or familial status to assure equal opportunity and nondiscrimination.

### **TRANSFER QUALIFICATIONS**

Except where reasonable accommodation is being requested, the WHA will only consider transfer requests from residents that meet the following requirements:

- Must have occupied their unit for at least twelve (12) months
- Must be in compliance with their lease
- Must not have engaged in criminal activity that threatens the health and safety of residents and staff
- Must not owe back rent or other charges, or have a pattern of late payments
- Must not have housekeeping lease violations or history of damaging property; and
- Can get utilities turned on in the name of the head of household (applicable only for LeRay St. Apartments)

### **TRANSFER REQUEST PROCEDURE**

- Complete a Request for Transfer Form (Attached) and return to the administrative office
- Residents applying for a transfer will be interviewed by Occupancy Staff member to determine the reason for the request and to determine whether a transfer is justified.  
\*Exceptions will be made for reasonable accommodation requests and/or emergency transfers when the unit or building conditions pose an immediate threat to the resident(s) life, health or safety, as determined by WHA, or by other agencies.
- Mandatory transfers will be maintained on the transfer log in a manner that allows the WHA to easily distinguish between those that are not mandatory.
- When family name is placed on transfer list the family will be sent a letter stating that their name has been placed on the transfer list.

### **ACCESSIBLE UNIT**

WHA will take reasonable nondiscriminatory steps to maximize the utilization of accessible units by eligible individuals whose disability requires the accessibility features of the particular unit. When an accessible unit becomes vacant, before offering such unit to a non-disabled applicant, the WHA will:

1. Offer the unit to a current occupant who requires the accessibility features of the vacant unit (if the current occupant does not have such accessibility features in their current unit). First, eligible tenants within the project site, if no one is eligible then eligible tenant within all WHA project sites. WHA would pay reasonable moving expenses related to transferring the tenant to an accessible unit as accommodation to the tenant's disability.
2. Offer the accessible unit to a qualified applicant on the waiting list who requires the accessibility features.
3. When offering an accessible unit to applicants without disabilities, WHA will require the applicant (s) to agree to move to a non-accessible unit when available or when the accessible unit is needed by a disabled family.

### **TRANSFERS WITHIN THE DEVELOPMENT**

**The PHA does not allow residents to transfer from one unit to another within the same development, unless it is needed as a reasonable accommodation. The WHA will always consider a request to transfer as a reasonable accommodation for a person with a disability.**

- This policy of not transferring is not to be confused with the provision of the lease, which requires the resident, at the request of management, to move to an appropriate size unit, or to move from an upstairs to a downstairs unit for medical or accessibility reasons; or due to occupancy standards (Under-housed or Over-housed).

### **TIME FRAME FOR MOVES**

Family will be given reasonable time (Up to 7 days) to move without incurring double rent.

### **SECURITY DEPOSITS**

If the resident transfers to another unit, the WHA will transfer the security deposit to the new unit. However, if upon transfer, the family's TTP has increased since initial move-in, the family will be required to pay the additional security deposit required.

### **REEXAMINATION DATE**

At the discretion of the WHA, the reexamination date may be changed to the first of the following the transfer to be able to enforce the community service requirement.

### **GRIEVANCE PROCEDURE**

Tenants may use the Grievance Procedures if they are refused the right to transfer or if the WHA is requiring a transfer. The Grievance Procedure is available at the administrative office-142 Mechanic Street, Watertown, NY 13601.