

# SOMERSWORTH HOUSING AUTHORITY

## Transfer Policy

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### I. General Policy

The Somersworth Housing Authority shall make every effort to minimize the number of transfers, which are both expensive and time-consuming. When families move into the Authority's Housing, they will be offered apartments, which are likely to suit their needs for a number of years.

To the extent possible, the Authority will attempt to be sensitive to the needs of tenants.

Tenants have an obligation to notify the Authority of any needs or preferences and/or disagree with the Authority's findings at the time that they receive a Preliminary Notification that their name has been placed on the Transfer List. All notifications will clearly state that the tenant must make his or her preferences known at this time rather than waiting until he or she has been notified that an apartment is available. If the tenant wishes to use the Grievance Procedure, he or she should do so at this time. Of course, the tenant can request to use the Grievance Procedure when he or she refuses an apartment, but his or her failure to make his or her objections known or to use the Grievance procedure at the time of his or her notification will be considered by the Hearing Officer. The purpose of this procedure is to minimize the time that the unit remains vacant. The Authority does not wish to hold a unit while going through the entire Grievance Procedure.

The needs of applicants will be considered on an equal basis with the needs of tenants. To the extent possible, the Authority will make an effort to treat applicants of different family sizes equally. Any situation will fluctuate with the supply of housing and the needs of applicants.

### II. Procedures

The procedures for transfer of tenants shall be divided into the following two categories: transfers initiated by the tenant and transfers initiated by the Housing Authority.

## **A. Transfer Requests Initiate by the Tenant:**

Transfer requests initiated by the tenant shall be filed by the order of date received. However, need will supersede the order of filing. Tenants may request transfers for any of the following reasons:

1. Health reasons. Major medical reasons as determined by the Assistant Director of Housing upon the recommendations of the Property manager. These reasons must be verified by a doctor's written statement and/or doctor consultations.
2. Tenants who are under-housed may request a larger apartment, based on the SHA's Occupancy Standards. (See ACOP)
3. Determination by the Hearing Officer.
4. Unusual circumstances of a grave or justifiable nature as determined by the Executive Director or by the Board of Commissioners if the issue involves a decision of the Hearing Officer which requires their resolution.

Transfer requests initiated by the tenant, which involve changes in locations, shall not be granted unless it has been determined by the Executive Director that the situation constitutes a serious detriment to the tenant or the Authority.

***The Somersworth Housing Authority reserves the right to refuse the transfer of tenants whom are not in good standing.***

The tenant shall be informed in writing by the Authority of approval or disapproval of the transfer request.

In cases of approval, the tenant shall be offered an apartment of the appropriate size. Whenever possible, the apartment will be located in the same development site.

In case of disapproval, the reasons for the disapproval will be stated in the notification to the tenant. The tenant shall be advised of his or her right under the Grievance Procedures.

When the Property Manager has reason to believe that an apartment will become available for the tenant, he will notify the tenant of this fact. This will be an informal notification, which may be made either orally or in writing. After the unit has been vacated and been made ready for occupancy, the tenant will be notified orally or in writing that he or she has three days to transfer.

## **Vacating Tenant's Responsibilities:**

1. Cleaning of vacated unit. It is the tenant's responsibility to clean their previous unit to a habitable condition. Cleaning is to include, but not limited to:
  - Stoves
  - Refrigerators
  - Bathroom (tub, sink, toilet)
  - Trash removal
  - Clear of all personal belongings both inside and outside of the unit and includes storages where applicable.
  - Floors and Counters
2. Unit turnaround overruns: As stated in Section A, the tenant requesting a transfer will have 3 days to transition into their new unit. This includes not only moving into the new unit, but cleaning the vacated unit as well.

If a vacating tenant overruns the allotted time for transition, the tenant will be charged a per day cost for every day the previous unit is uninhabitable. Uninhabitable shall be deemed that the unit is not free and clear of trash and belongings, and has not been satisfactorily cleaned as stated above.

3. Per-Day Charge: The per day charge will be the tenant's current monthly rent pro-rated on a daily basis.

## **B. Transfer Requests Initiated by the Housing Authority:**

The Housing Authority may require a tenant to transfer for the following reason:

Over or under-housing. It is the Authority's policy to house tenants in units of the most appropriate size. The following table shows the recommended minimum or recommended maximum number of persons who may occupy an apartment of a particular size.

<b>Number of Bedrooms</b>	<b>Recommended Minimum Persons</b>	<b>Recommended Maximum Person</b>
0	1	2
1	1	3
2	2	5
3	3	7
4	4	9

Determination of over or under-housing is usually made at the time of Rent Determination as set forth in the tenant's lease. If such a determination has been made, the Authority shall advise the tenant through a written Preliminary Notification outlining the reasons for over or under-housing. This notification shall further inform the tenant that when a unit of proper size becomes available; the tenant will have to transfer.

If the tenant disagrees with the Authority's findings, he or she may request a hearing to discuss any factors, which have not been considered. Whether or not her or she disagrees with the finding, he or she should make any preferences (time, locations, etc.) known at this time. Whenever possible, tenants will not be required to move to a different project site.

When the Property Manager has reason to believe that an apartment will become available for the tenant, he or she will notify the tenant of this fact. This will be an informal notification, which may be made either orally or in writing. After the unit has been vacated and been made ready for occupancy, the tenant will be notified in writing that he or she has 3 days to transfer.

If the tenant refuses the apartment, his or her lease may be terminated. During this entire procedure, the tenant will be advised of his or her right under the Grievance Procedure of the Authority.

All transfers shall be at the expense of the tenant.