

Walker River Housing Department

Rental Program

TRANSFER POLICY

Policy Statement

The general purpose of this policy is to serve as a guide for the Walker River Housing Department (WRHD) when determining when and if a resident may either voluntarily or involuntarily transfer from one unit to another. It is to also provide for consistent, equitable, and uniform treatment of clients; a basis for decision making for the WRHD; a training manual for staff.

I. VOLUNTARY TRANSFERS

A. Resident requested transfers – Any resident may request a transfer to another unit for whatever reason. The resident shall make a new application and be placed on the waiting list. The policy of eligibility, admission, payment and occupancy shall govern how the requestor's new application is handled and what, if any, units are offered to the requestor, and under what conditions are required of the requestor.

1. Deposits- Any deposits from the initial unit shall not be transferred to the new unit. If a new unit is offered a new deposit will be required of the family. If after subtracting costs for cleaning and repairs there is a balance left it shall be provided to the resident in reasonable time.

2. Account balances- No family will be considered for a resident requested transfer if a balance is due on the account at the time it appears the family will be offered a unit or if the family has been delinquent in payments for any reason during the most recent 12 months.

3. Annual Inspections- No family will be considered for a resident requested transfer if the family is delinquent in annual inspections for the original unit.

4. Recertification and Re-examinations- No family will be considered for a resident requested transfer if the family is delinquent in providing information and documentation necessary to complete his/her annual recertification and reexamination to determine his/her monthly payment and to comply with federal requirements.

5. Any family which has transgressed upon the peaceful enjoyment of the residents of the original neighborhood as evidenced by neighbor complaints, police activity, and court documents for any reason in the most recent 12 months shall not be eligible for transfer.

II. INVOLUNTARY TRANSFERS

A. Mandatory Transfers – At times it may be necessary for the WRHD to transfer rental program residents and associated families from one unit to another. This shall be done to ensure that a family is located in a unit appropriate for the size of his/her family in accordance with the occupancy standards. Mandatory Transfers do not apply to Mutual Help or Homeownership units which are in compliance with his/her agreement. The WRHD may use this clause to move a family which is having financial hardship in a mutual help or homeownership unit to a unit more appropriate for their financial situation and in consideration of family size.

B. Occupancy Standards. To prevent overcrowded conditions and wasted space, rental homes may be assigned according to the following schedule. The WRHD may make exceptions due to unusual circumstances. Factors to be considered include age and sex of children, potential changes in the family composition, availability of unit sizes, etc. This may include allowing a smaller family into a larger unit when there are no eligible larger families for the unit.

<u>Number of Bedrooms in Unit</u>	<u>Number of persons for that unit</u>
1 Bedroom	1-2 persons
2 Bedrooms	2-4 persons
3 Bedrooms	3-6 persons
4 Bedrooms	4-8 persons
5 Bedrooms	6-10 persons

C. The WRHD may require a transfer from a small unit to a larger unit to ensure that enough resources are available in the unit to ensure a safe and healthy environment. . If this happens and the family refuses the WRHD may begin procedures to remove the family from all units due to non-compliance.

III. UNIVERSAL CONDITION

Universal Condition – If a family is transferred into or within the rental program he/she must prove themselves by living in that rental unit for 5 years with a satisfactory payment record, compliance with inspection and recertification/reexamination requirements, and maintain the rental unit in an acceptable condition before he/she will be eligible to be placed in a homeownership program home.