

# **SALISH AND KOOTENAI HOUSING AUTHORITY**

## **TRANSFER POLICY**

**This Transfer Policy was adopted by the Salish and Kootenai Housing Authority Board of Commissioners on the 4th day of December, 2023.**

# Transfer Policy

## Table of Contents

		<b>Page</b>
<b>Section 1</b>	<b>Policy Statement</b>	<b>3</b>
<b>Section 2</b>	<b>Allowed Transfers</b>	<b>3</b>
<b>2.1</b>	<b>Size of Household</b>	<b>3</b>
<b>2.2</b>	<b>Medical</b>	<b>3</b>
<b>2.3</b>	<b>Other Reasons</b>	<b>3</b>
<b>Section 3</b>	<b>Transfer Requirements</b>	<b>3</b>
<b>3.1</b>	<b>Good Standing</b>	<b>3</b>
<b>3.2</b>	<b>Review</b>	<b>4</b>
<b>Section 4</b>	<b>Occupancy Standards</b>	<b>4</b>
<b>Section 5</b>	<b>Transfer Requirements upon Approval</b>	<b>5</b>
<b>5.1</b>	<b>Waiting List</b>	<b>5</b>
<b>5.2</b>	<b>Top of Waiting List</b>	<b>5</b>
<b>5.3</b>	<b>Updated Household Information</b>	<b>5</b>
<b>5.4</b>	<b>LIHTC</b>	<b>5</b>
<b>5.5</b>	<b>Prorated Rent</b>	<b>5</b>
<b>5.6</b>	<b>Security Deposit</b>	<b>5</b>
<b>5.7</b>	<b>Utility Transfer Fees</b>	<b>5</b>
<b>5.8</b>	<b>Housing Required Transfer - Utility Fees</b>	<b>5</b>
<b>5.9</b>	<b>Emergency Transfer - Security Deposit</b>	<b>5</b>
<b>5.10</b>	<b>Leave Violation Points</b>	<b>5</b>
<b>5.11</b>	<b>Previous Unit A/R</b>	<b>5</b>
<b>5.12</b>	<b>Previous Unit</b>	<b>5</b>
<b>5.13</b>	<b>Medical</b>	<b>5</b>

## SECTION 1

### Policy Statement

This policy applies to all current tenants requesting transfer to another unit under the management of the Housing Authority as long as that unit is within the same program.

## SECTION 2

### Allowed Transfers

1. Size of household composition increases or decreases.
  - a. If the household composition increases due to additional household members the request to transfer will be reviewed by the Review Committee.
2. Medical, as determined by their Physician, Tribal Health Nurse or Physical Therapist.
  - a. Verification that the tenant can no longer reside in the current unit due to medical needs and limitations.
  - b. If it is determined that the tenant must transfer, the transfer will be permanent.
3. Any other reason will be reviewed by the Review Committee. If necessary, the Review Committee will make recommendations to the Housing Authority's Board of Commissioners for any special circumstances.

## SECTION 3

### Transfer Requirements

Before a transfer can occur, the following will be taken into consideration:

1. The head of household and members of the household composition must be in good standing with the Housing Authority. **Good Standing** for these purposes is defined as:
  - a. Account is current. Any account with the Housing Authority is preferred to be paid in full. However, at the time of application only, if the tenant still has an accounts receivable, the account must:
    - i. Have no less than three (3) consecutive months of payments on a payback agreement. Per Capita payments are excluded from this requirement. If the tenant is only making per capita payments toward their accounts receivable, their application will not be considered until such time that the three (3) consecutive months of payments have been made.
    - ii. Keep the payback agreement current while the tenant is waiting for the unit to become available.

- b. At the time the tenant is approved for a unit, the previous accounts receivable must be paid in full.
  - c. The tenant is in compliance with their current lease.
  - d. Tenant has the ability to place all required utilities in the name of the Head of Household.
  - e. Client must be on regular lease. If on a Probationary Dwelling Lease, the client must wait for the Probationary Dwelling Lease to be completed and have entered into a normal dwelling lease.
2. The transfer request and any information submitted along with the request and any other pertinent tenant data on file will be reviewed to determine if the applicant is in compliance with their lease and/or other information submitted justifies the need for a transfer. The review will include, but is not limited to:
- a. Review of Payment History, lease compliance to include any lease violations and review of any service orders for the term of occupancy in the current unit.
  - b. Review of any other information that may have a bearing on the decision.

## **SECTION 4**

### **Occupancy Standards**

To avoid overcrowding or under-housed Housing Authority units, tenants are required to inform the Housing Authority whenever there is an increase or decrease in household members through the certification process. The Certification Specialist will recommend all tenants whose household membership has changed to below the minimum or has exceeded the maximum occupancy guidelines to complete a request for transfer.

In determining the number of bedrooms needed, the Housing Authority will give consideration to the sex and age of family members and to the documentation from a medical professional that health problems exist that require separate quarters. A child of less than two (2) years of age may occupy the same bedroom as the parent.

The occupancy guideline is as follows:

<b>Number of Bedrooms</b>	<b>Number of Occupants</b>	
	<b>Minimum #</b>	<b>Maximum #</b>
0	1	1
1	1	2
2	1	4
3	3	6
4	6	8
5	8	10

## SECTION 5

### Transfer Requirements upon Approval

1. If a transfer application is approved, the Tenant's name will be added to the waiting list(s) as of the date their application is complete.
2. When Tenant's name reaches top of waiting list, Tenant must still be in good standing with the Housing Authority.
3. Tenant will be required to submit updated household information to include composition, income/assets and continued need for transfer.
4. For programs that require that prorated rent be paid, tenant(s) are required to pay the prorated rent prior to receiving keys to the new unit or access to the new lease lot.
5. A new security deposit will be required to be paid for the new service.
6. Tenants transferring are required to pay the transfer fees for all utilities and provide the Housing Authority with a copy of the new utility contract.
7. If the Housing Authority requires a transfer, then the Housing Authority will pay for all utility fees, except when the transfer is due to the Tenant's neglect.
8. If the Housing Authority requires an emergency transfer due to maintenance issues, the management team will determine if the tenant must pay a new security deposit and if their current Accounts Receivable can be transferred to them in the new unit. The transfer will occur as soon as a proper unit is available.
9. All current lease violation points that the Tenants accumulated in the previous service will transfer to the lease of the current service if that program has the point system.
10. If the Tenant does not pay the charges owed or make payment arrangements to the Housing Authority from the previous unit, the Housing Authority may terminate the current lease or service as determined by the Occupancy Department.
11. When a transfer is granted, and all conditions for the transfer have been met, the Tenant has two (2) weeks from the signing of the new lease to clean and vacate the previous unit or lease lot. On the fifteenth (15<sup>th</sup>) day (or the next working day) from the date the Tenant signs a new lease, the Housing Authority will turn the previous unit/lot over as vacant, and any personal items left in/on the previous unit will be disposed of at the Tenant's expense.
12. When the transfer is for medical reasons, the transfer will occur as soon as a unit that meets the household's needs is available.