

## UNIT TRANSFERS

### *OBJECTIVES OF THE TRANSFER POLICY*

The objectives of the Transfer Policy include the following:

- A. To address emergency situations.
- B. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
- C. To facilitate a relocation when required for modernization or other management purposes.
- D. To facilitate relocation of families with inadequate housing accommodations.
- E. To provide an incentive for families to assist in meeting the Wilkes-Barre Housing Authority's deconcentration goal.
- F. To eliminate vacancy loss and other expense due to unnecessary transfers.

### *CATEGORIES OF TRANSFERS*

Category A: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.

Category B: Immediate administrative transfers. These transfers are necessary in order to permit a family needing accessible features to move to a unit with such a feature or to enable modernization work to proceed.

Category C: Regular administrative transfers. These transfers are made to offer incentives to families willing to help meet certain Wilkes-Barre Housing Authority occupancy goals, to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency but medically advisable transfers, and other transfers approved by the Wilkes-Barre Housing Authority when a transfer is the only or best

way of solving a serious problem.

### *DOCUMENTATION*

When the transfer is at the request of the family, the family may be required to provide third party verification of the need for the transfer.

### *PROCESSING TRANSFERS*

Transfers on the waiting list will be sorted by the above categories and within each category by date and time.

Transfers in category A and B will be housed ahead of any other families, including those on the applicant waiting list. Transfers in category A will be housed ahead of transfers in category B.

Transfers in category C will be housed along with applicants for admission at a ratio of one transfer for every thirty admissions. All transfers in category C will be assessed a fee of \$75.

Upon offer and acceptance of a unit, the family will execute all lease up documents and pay any rent and/or security deposit within two (2) days of being informed the unit is ready to rent. The family will be allowed seven (7) days to complete a transfer. The family will be responsible for paying rent at the old unit as well as the new unit for any period of time they have possession of both. The prorated rent and other charges (key deposit and any additional security deposit owing) must be paid at the time of lease execution.

The following is the policy for the rejection of an offer to transfer:

- A. If the family rejects with good cause any unit offered, they will not lose their place on the transfer waiting list.
- B. If the transfer is being made at the request of the Wilkes-Barre Housing Authority and the family rejects two offers without good cause, the Wilkes-Barre Housing Authority will take action to terminate their tenancy. If the reason for the transfer is that the current unit is too small to meet the Wilkes-Barre Housing Authority's optimum occupancy standards, the family may request in writing to stay in the unit without being transferred so long as their occupancy will not exceed two people per living/sleeping room.
- C. If the transfer is being made at the family's request and the rejected offer provides deconcentration incentives, the family will maintain their place on the transfer list and will not otherwise be penalized.
- D. If the transfer is being made at the family's request, the family may, without good

cause and without penalty, turn down one offer that does not include deconcentration incentives. After turning down a second such offer without good cause, the family's name will be removed from the transfer list.

### *COST OF THE FAMILY'S MOVE*

- A. The cost of the transfer generally will be borne by the family in the following circumstances:
  - 1. When the transfer is made at the request of the family or by others on behalf of the family (i.e. by the police);
  - 2. When the transfer is needed to move the family to an appropriately sized unit, either larger or smaller;
  - 3. When the transfer is necessitated because a family with disabilities needs the accessible unit into which the transferring family moved (The family without disabilities signed a statement to this effect prior to accepting the accessible unit); or
  - 4. When the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.
  
- B. The cost of the transfer will be borne by the Wilkes-Barre Housing Authority in the following circumstances:
  - 1. When the transfer is needed in order to carry out modernization activities; or
  - 2. When action or inaction by the Wilkes-Barre Housing Authority has caused the unit to be unsafe or inhabitable.
  
- C. The responsibility for moving costs in other circumstances will be determined on a case by case basis.

### *TENANTS IN GOOD STANDING*

When the transfer is at the request of the family, it will not be approved unless the family is in good standing with the Wilkes-Barre Housing Authority. This means the family must be in compliance with their lease, current in all payments to the Housing Authority, and must pass a housekeeping inspection prior to being approved for the transfer.

### *TRANSFER REQUESTS*

All requests for transfer must be in writing to the Authority and state the reason for the

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request. A tenant may only request a category C transfer after 24 months of consecutive occupancy at the same unit. In considering the request, the Wilkes-Barre Housing Authority may request a meeting with the tenant to better understand the need for transfer and to explore possible alternatives. The Wilkes-Barre Housing Authority will review the request in a timely manner and if a meeting is desired, it shall contact the tenant within fourteen (14) calendar days of receipt of the request to schedule a meeting.

The Wilkes-Barre Housing Authority will grant or deny the transfer request in writing within fourteen (14) calendar days of receiving the request or holding the meeting, whichever is later.

If the transfer is approved, the family's name will be added to the transfer waiting list.

If the transfer is denied, the denial letter will advise the family of their right to utilize the grievance procedure.

***RIGHT OF THE WILKES-BARRE HOUSING AUTHORITY IN TRANSFER POLICY***

The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy will create a property right or any other type of right for a tenant to transfer or refuse to transfer.

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