**OBJECTIVES OF THE TRANSFER POLICY**

The objectives of the Transfer Policy include the following:

1. To address emergency situations
2. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit
3. To facilitate relocation when required for modernization or other management purposes.
4. To eliminate vacancy loss and other expense due to unnecessary transfers.

**CATEORIES 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 witness to a crime, or a law enforcement matter particular to the neighborhood.

**Category B**: Immediate administrative transfers. The 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 Allen Park Housing Commission occupancy goals, to allow for non-emergency but medically advisable transfers, and other transfers approved by the Allen Park Housing Commission 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 seven admissions.

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 the period of time required to refurbish the prior apartment for re-rental, or as determined by the Commission. 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:

* If the family rejects with good cause any unit offered, they will not lose their place on the transfer waiting list.
* If the transfer is being made at the request of the Allen Park Housing Commission and the family rejects two offers without good cause, the Allen Park Housing Commission will take action to terminate their tenancy.
* 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**

The cost of the transfer generally will be borne by the family in the following circumstances:

* When the transfer is made at the request of the family or by others on behalf of the family (i.e. by the police);
* When the transfer is necessitated because a family with disabilities needs the accessible unit into which the transferring family moved; or
* When the transfer is needed because action or inaction by the family cause the unit to be unsafe or uninhabitable.

The cost of the transfer will be borne by the Allen Park Housing Commission in the following circumstances:

* When the transfer is needed in order to carry out rehabilitation activities;
* When action or inaction by the Allen Park Housing Commission has caused the unit to be unsafe or inhabitable; or
* 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 Allen Park Housing Commission. 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.

**TRANSFER REQUESTS**

A tenant may request only one transfer per tenancy at any time by requesting a transfer in writing. In considering the request, the Allen Park Housing Commission may request a meeting with the tenant to better understand the need for transfer and to explore possible alternatives. The Allen Park Housing Commission will review the request in a timely manner and if a meeting is desired, it shall contact the tenant within ten (10) business days of receipt of the request to schedule a meeting.

The Allen Park Housing Commission will grant or deny the transfer request in writing within ten (10) business days of receiving the request or holding the regularly scheduled Commission Meeting, whichever is later.

If the transfer is approved, the family’s name will be added to the transfer waiting list. Tenant families shall be allowed to transfer from one dwelling unit to another within a development, provided the following is agreed to in writing by the Tenant and Executive Director and/or his or her designee prior to authorization to move:

To pay in full, the cost of the following, immediately following management’s authorization to move:

* Actual labor and material costs for preparing the currently occupied unit.

To absorb all costs for moving and to hold the Commission harmless in the case of damage or loss during the move.

Moves will only be authorized within a development when an insufficient number of approved applications are available for the immediate re-rental of all vancant units. At all times, tenants already in residence shall be given preference over new applicants for the selection of dwelling units.

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

**RIGHT OF THE ALLEN PARK HOUSING COMMISSION 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.