



## Comprehensive Housing Division Tenant Unit Transfer Request Form

Comprehensive Housing Division considers unit transfer requests based on the following:

- Households that have had changes in household composition where their existing unit is no longer justified by their household size. This includes both increases and decreases in household composition size.
- Households living in an Income Based flat rate unit and have surpassed the framework of Financial Hardship Recovery resulting in the family not being able to afford the flat rent rate. Families in this situation will be transferred to an adjustable rent rate unit.
- Households in need of improved physical accessibility to a unit. CHD has a limited supply of both minimum and maximum handicap accessible units. Households that can be better served by a unit with improved accessibility and qualify for such a unit as noted with the Income Based Rental Program rule would be eligible to be transfer to a more accessible unit.

Unit Transfer Requests are subject to the following which can result in a disapproved request or delay in transfer timing:

- Unpaid rent
  - Payment agreement for unpaid rent
- Inspection of the unit
  - Payment agreement for property damage
- Unauthorized household members
  - Confirmation of household members eligibility

Unit transfer requests that do not align with the above criteria will be disapproved. Tenants requesting a unit transfer will be notified in writing if their request has been approved or disapproved.

Approved unit transfers occur based on unit availability and CHD’s need to also provide units to qualified applicants on CHD wait lists. Provide any verifications that you feel will support your transfer request.

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Date: \_\_\_\_\_

Tenants Name: \_\_\_\_\_  
Print Name Signature

Current Address: \_\_\_\_\_

Reason for Transfer Request:  
 \_\_\_\_\_  
 \_\_\_\_\_  
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