

IN-HOUSE PREFERENCES

VACANT UNITS:

As vacancies occur, in-house residents are given preference over persons on the Waiting List only in the following circumstances:

1. Accessible units will be given to residents whose household includes a physically disabled individual and who currently reside in non-accessible units.
2. Unit Transfers will be required in order to comply with the Occupancy Standards and for verified medical circumstances. Refer to "Unit Transfer Policy" below.

NOTE: After such unit transfers are addressed, the remaining units will be filled from the applicants on the current Waiting List.

USDA-RD RENTAL ASSISTANCE:

Available Rental Assistance (RA) will be given to qualifying in-house residents not currently receiving RA. Those paying the highest percentage of their income for rent and utilities will be offered slots first. RA assignments must be determined by the fifth of every month for the upcoming month's Project Worksheet.

UNIT TRANSFERS: Use form RS-23ut to record in-house residents needing or requesting a transfer.

Before a unit transfer takes place, the Property Manager must:

1. Inspect the old unit for damages.
2. Make sure that rent and damages are paid in full on the old unit.
3. Make sure that the resident does not have any lease violations.

Unit transfers shall then be granted first upon the *priority code* assigned, and secondly by the date the family is placed on the Transfer Waiting List.

Priority Code #1 – Medical Transfers: A current resident household who has a member in need of a downstairs unit or a live-in attendant due to medical reasons may request to be put on the Transfer Waiting List at any time after occupancy begins. Unit transfers with priority Code #1 shall be granted according to the date of the request and the degree of medical necessity for the transfer.

Priority Code #2 – Required Transfers: Resident households that do not meet the Occupancy Standards for the unit they are occupying: under utilizing or exceeding the unit size standards. The Property Manager will automatically place these resident households on the Transfer Waiting List.

Transfers with a Priority Code #2 shall be granted to the household with the earliest effective date on the 3560-8 (tenant certification) in which the household did not meet the Occupancy Standards for the unit.

Priority Code #3 – Optional Transfers: A current resident household that qualifies for a different size unit may request to be put on the Transfer Waiting List at any time after their occupancy begins. For Example:

1. A three or four person household that qualifies for either a two bedroom or a three bedroom unit, may accept a two bedroom at their initial point of entry into the property, but may request to be put on a three bedroom Waiting List for when one becomes available. Placement on the Transfer Waiting List is not automatic; but Property Managers should make any eligible residents aware of this option.
2. A two, three, or four-person household that anticipates an additional household member (pregnancy, adoption in process, submission of a completed application for an additional adult household member, etc.) may request to be put on the three bedroom Waiting List.

Unit transfers with priority Code #3 shall be granted according to the date of request, the oldest dated request first; **and**, then the Property Manager must get pre-approval from the Regional Property Supervisor.

Resident Refusal or Withdrawal

If the resident voluntarily withdraws or refuses the unit transfer for any reason other than the below listed reasons, the resident will be removed from the Transfer Waiting List.

- An extreme personal emergency; or,
- Any documented medical reason; or,
- In the event that a household member is physically disabled and the unit being offered is non-accessible.

If any of the above requirements are met, the resident will remain at the top of the Unit Transfer Waiting List for the next available unit.

Removal from the Transfer List

Once the resident has been placed on the Unit Transfer Waiting List he/she can only be removed under the following circumstances:

- Voluntary withdrawal by the resident.
- Resident refusal of the unit offered.
- Resident's acceptance of the new unit.

Property Managers should indicate the resident status on the Unit Transfer Waiting List by highlighting the entire row that pertains to the resident. The following color code should be used:

- Green: Resident transferred to a new unit.
- Yellow: Resident voluntarily withdrew his/her transfer request.
- Orange: Resident refused the unit transfer offer.