

Housing Authority of the Sac and Fox Nation



Transfer Policy

Approved by the Board of Commissioners of the Housing Authority of the Sac and Fox Nation on:
September 16, 2019, Resolution 2019-74. Revised on August 15, 2022, Resolution 2022-37.

I. POLICY STATEMENT

This Transfer Policy applies to all current tenants requesting transfers to another unit under the management of the Housing Authority of the Sac and Fox Nation (HASFN) as long as that unit is within the same program.

II. ALLOWED TRANSFERS

1. Size of Household Composition increases or decreases.

- a. If the household composition increases or decreases with members, the request to transfer will be reviewed by the Housing Department and the Executive Director. The team will make a final decision on all transfers.

2. Medical, as determined by their Physician.

- a. Verification that the tenant can no longer reside in current unit due to medical needs and limitations.

3. Emergency Medical Situations will go to the HASFN's Executive Director.

III. TRANSFER REQUIREMENTS

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

1. The head of household and members of the household must be in good standing with the HASFN. ***Good Standing*** for these purposes is defined as:
 - a. Account is current with no current payment agreement.
 - b. The tenant is in compliance with their current 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 current unit.
 - b. Upon completion of a walk-through inspection of the unit by HASFN's Housing Inspector, a value will be determined as the tenant's potential move-out expense. The applicant will be provided this amount in writing and must pay expenses in full before the transfer is granted.
 - c. Review of any other information that may have bearing on the decision.
3. If transfer was deemed "INELIGIBLE", tenant may examine any relevant documents, records, or regulations directly related to the ineligibility decision.
4. Tenant may file a grievance in writing in accordance to the HASFN Grievance Policy.

IV. TRANSFER REQUIREMENTS UPON APPROVAL

1. If transfer request and application has been approved, the Tenant will be added to the waiting list according to their application date, preference points and preferred location.
2. When the tenant's name reaches the top of the waiting list, Tenant **MUST** be in good standing with the HASFN.
3. Tenant will be required to submit updated household information to include composition, income/assets, and continued need for transfer.
4. Tenants transferring are required to pay the transfer fees for all utilities and provide HASFN a copy of the new utility contract.
5. When a transfer is granted and all conditions for the transfer have been met, the Tenant has fourteen days (14) from the signing of the new lease to clean and vacate the previous unit. On the fifteenth (15th) day (or the next working day) from the date the Tenant signs a new lease, the Housing Authority will turn the previous unit over as vacant and any personal items left in/on the previous unit will be disposed of at the Tenant's expense.