

Unit Transfer Policy – Current in Tenant Selection Plan

In filling vacant units, Management shall first offer current residents on the Transfer List the option to relocate to another unit in the development, provided such residents meet one of the following transfer conditions:

- A unit transfer due to a change in family size;
- A unit transfer due to a change in family composition;
- A unit transfer due to a deeper subsidy being available;
- A unit transfer for a medical reason certified by a doctor; or
- A unit transfer based on the need for an accessible unit.
- Where persons without disabilities move into a physically accessible unit, they shall do so only after agreeing to move to a unit with no such design features at their expense within 30 days of notification should an applicant or current resident require an accessible unit of the type currently occupied by the persons without disabilities.

Management shall maintain a formal transfer list for current residents pursuant to these conditions. When a vacancy occurs, Management shall determine if a transfer is warranted from the internal transfer list before proceeding to the general waiting list to select an applicant for the vacant unit.

When Management determines that a transfer is required, the HUD Model Lease states that the tenant:

- May remain in the unit and pay the HUD-approved market rent; or
- Must move within 30 days after the family is notified that a unit of the required size is available within the property.

Depending upon the circumstances of the transfer, a tenant may be obligated to pay all costs associated with the move. However, if a tenant is transferred as a reasonable accommodation due to a household member's disability, then Management shall pay the costs associated with the transfer, unless doing so would be an undue financial and administrative burden. Upon approval of the transfer, residents must complete their move within five calendar days.

Occupancy Standards

Generally, dwelling units are to be leased based on a maximum of two persons per bedroom as follows:

Number of	Number of Persons
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Bedrooms	Minimum	Maximum
0	1	2
1	1	2
2	2	4
3	3	6
4	4	8

General guidelines used to determine proper bedroom size assignment for each family are as follows. Exceptions to the occupancy standards will be reviewed on a case-by-case basis.

1. Each head of household and his/her spouse are assigned one bedroom (unless a medical reason is verified);
2. Additional adult member(s) of the household are assigned one bedroom;
3. Two children are assigned a bedroom. Children of the opposite sex may be assigned a separate bedroom;
4. Children anticipated to be added to the household will be included as follows:
 - Children expected to be born to a pregnant woman;
 - Children in process of adoption by an adult family member;
 - Children in process of custody by an adult family member;
 - Foster children residing in the unit;
 - Children who are temporarily in a foster home who will return to the family;
 - Children in a joint custody arrangement who are present in the household 50% or more of the time; and
 - Children who are away at school and who live at home during recesses.
5. Live-in aide(s) residing in the unit are assigned one bedroom;
6. Foster adults residing in the unit are assigned one bedroom;
7. A larger unit than suggested by the occupancy standards may be assigned as follows:
 - If no eligible family in need of a larger unit is available to move into the unit within 60 days, the property has the proper size unit for the family but it is not currently available, and the family agrees in writing to move at his own expense when a proper size unit becomes available;
 - If a family needs a larger unit as a reasonable accommodation for family member who is a person with a disability.
8. The Housing Authority of Fort Mill uses the HUD recommended limit of two individuals per sleeping room, which this may include the living room.

UNIT TRANSFERS – Current in House Rules

- The Resident understands that HUD requires the Landlord to assign units in accordance with the Landlord’s written occupancy standards in the Tenant Selection Plan attachment to

these rules. The standards include consideration of unit size, relationship of family members, age and sex of family members, Housing Authority preference system and family preference. If the Resident is or becomes eligible for a different size unit, and the required size unit becomes available, the Resident agrees to:

- a. Move within 5 days after the Landlord notifies him/her that unit of the required size is available within the project; or
- b. Remain in the same unit and pay the HUD-approved market rent.
- c. Transfers will be conducted as outlined in the Tenant Selection Plan.
- d. Notify the first five applicants on the waiting list; the applicant that returns to management first with proof of utility service in applicant's name, security deposit and pro-rated rent will be offered the unit.

Change to:

Unit Transfer Policy – **CHANGE** in Tenant Selection Plan

In filling vacant units, Management shall first offer current residents on the Transfer List the option to relocate to another unit in the development, provided such residents meet one of the following transfer conditions:

- A unit transfer due to a change in family size;
- A unit transfer due to a change in family composition;
- A unit transfer due to a deeper subsidy being available;
- A unit transfer for a medical reason certified by a doctor; or
- A unit transfer based on the need for an accessible unit.
- Where persons without disabilities move into a physically accessible unit, they shall do so only after agreeing to move to a unit with no such design features at their expense within 5 days of notification should an applicant or current resident require an accessible unit of the type currently occupied by the persons without disabilities.
- A request by a resident to move to a different type unit or a different area with none of the above reasons

Management shall maintain a formal transfer list for current residents pursuant to these conditions. When a vacancy occurs, Management shall determine if a transfer is warranted from the internal transfer list before proceeding to the general waiting list to select an applicant for the vacant unit.

When Management determines that a transfer is required, the HUD Model Lease states that the tenant:

- May remain in the unit and pay the HUD-approved market rent; or
- Must move within 5 days after the family is notified that a unit of the required size is available within the property.

Depending upon the circumstances of the transfer, a tenant may be obligated to pay all costs associated with the move. However, if a tenant is transferred as a reasonable accommodation due to a household member's disability, then Management shall pay the costs associated with the transfer, unless doing so would be an undue financial and administrative burden. Upon approval of the transfer, residents must complete their move within five calendar days.

Occupancy Standards

Generally, dwelling units are to be leased based on a maximum of two persons per bedroom as follows:

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2. Additional adult member(s) of the household are assigned one bedroom;
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4. Children anticipated to be added to the household will be included as follows:
 - Children expected to be born to a pregnant woman;
 - Children in process of adoption by an adult family member;
 - Children in process of custody by an adult family member;
 - Foster children residing in the unit;
 - Children who are temporarily in a foster home who will return to the family;
 - Children in a joint custody arrangement who are present in the household 50% or more of the time; and
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7. A larger unit than suggested by the occupancy standards may be assigned as follows:
 - If no eligible family in need of a larger unit is available to move into the unit within 60 days, the property has the proper size unit for the family but it is not currently available, and the family agrees in writing to move at his own expense when a proper size unit becomes available;
 - If a family needs a larger unit as a reasonable accommodation for family member who is a person with a disability.
8. The Housing Authority of Fort Mill uses the HUD recommended limit of two individuals per sleeping room, which this may include the living room.
9. Children of the same sex over the age of 12 years may be assigned separate bedrooms.

UNIT TRANSFERS – CHANGE in House Rules

- The Resident understands that HUD requires the Landlord to assign units in accordance with the Landlord's written occupancy standards in the Tenant Selection Plan attachment to these rules. The standards include consideration of unit size, relationship of family members, age and sex of family members, Housing Authority preference system and family preference. If the Resident is or becomes eligible for a different size unit, and the required size unit becomes available, the Resident agrees to:
 - a. Move within 5 days after the Landlord notifies him/her that unit of the required size is available within the project; or
 - b. Remain in the same unit and pay the HUD-approved market rent.
 - c. Transfers will be conducted as outlined in the Tenant Selection Plan.
 - d. Notify the first five applicants on the waiting list; the applicant that returns to management first with proof of utility service in applicant's name, security deposit and pro-rated rent will be offered the unit.
 - e. If the move is based on desire of the tenant to move to a different location without being necessary due to a unit size change, the following rules will apply
 1. Have been a resident for two years, and
 2. For a minimum of one year, at least one adult family member is working at least thirty five (35) hours per week, an adult family member is 62 years of age or older or are disabled; and
 3. The family is current in the payment of all charges owed to the Housing Authority of Fort Mill and has not paid late rent for at least one year; and
 4. The family passes a current housekeeping inspection and does not have a record of housekeeping problems during the last year; and
 5. The family has not materially violated the lease over the past two years by disturbing the peaceful enjoyment of their neighbors, or by engaging in criminal or drug-related activity, or by threatening the health or safety of tenants or Housing Authority staff.