

[Name of Housing Development]

Transfer Policy

Instructions

Revise this template to reflect your organization's policies. The Transfer Policy must specify the following priority order.

Policy Template

Utilization of Accessible Housing Units shall be accomplished with the following priorities: When an Accessible Housing Unit becomes available, [Name of Housing Development] before offering such unit to a non-disabled applicant, will offer the unit in the following order of priority to:

1. Current tenants with disabilities in the same Housing Development,
2. Tenants with disabilities in a Housing Development under common control,
3. Eligible qualified applicants with disabilities on the Housing Development's wait list who require the accessible features, and
4. Current tenants of a Housing Development who need the accessible features of the Housing Unit.
5. If there is no eligible current tenant or applicant in need of the accessible features, then the Housing Development shall conduct targeted outreach and marketing to attempt to identify an individual in need of the accessible features.

If none of those steps are successful, then the unit may be offered to a non-disabled applicant provided that such applicant signs a Lease Addendum. Template follows:



[insert company letterhead]

[Name of Housing Development] Lease Addendum Occupancy of Accessible Unit

I, [name of tenant], acknowledge that I am occupying an Accessible Housing Unit or a unit with accessible features, although no one in my household currently requires these features.

[Name of Housing Development] may relocate my household to a vacant, non-accessible unit of comparable size, finishes, and amenities, at the same Housing Development, with a minimum of thirty (30) Days of notice by the Owner and/or Property Management Agent, when there is an eligible applicant or existing resident with a disability who requires the accessibility features of the unit.

