



# COQUILLE INDIAN HOUSING AUTHORITY



## TRANSFERS POLICY

### Voluntary Transfers

Voluntary transfers of tenants within or between projects is allowable with approval of the Executive Director. The tenant or homebuyer requesting a transfer must complete an application which will be approved based on eligibility of all of the following criteria. Approved applications will be placed on the Transfer waiting list. Priority on the list will be based on date and time of application. Transfers within the community may take precedence over selection preferences listed in the Admissions and Occupancy Policy and may occur before the selection of new applicants, at the discretion of the Executive Director, based on the circumstances of the subject families at the time of selection.

1. Transfers must be based on need (overcrowding, underutilization of unit, etc.), or based on a documented medical need for a transfer, including a family with a disabled member requiring a transfer to a unit which better accommodates his disability.
2. In cases of overcrowding, CIHA will evaluate the family's financial ability to enlarge its current unit. Transfers would, therefore, only be authorized if CIHA has determined that the family is financially incapable of remedying the overcrowded situation. Overcrowding alone will not be a basis for transfer.
3. To qualify for a transfer, the tenant or homebuyer must have a good payment history and have all accounts current including any Payback Agreement.
4. The current unit must be maintained in an acceptable manner. If the above three criteria are met, an inspection will be conducted to determine the condition of the unit. If the unit meets IHA's standards for acceptable maintenance, the applicant will be placed on the transfer waiting list.
5. When a unit becomes available for the homebuyer to transfer to, the transfer applicant will be given at least a 30 day notice to move into the new unit. A move-out inspection form, with standards for acceptable maintenance will be sent to the tenant or homebuyer to ensure completion of all maintenance prior to move-in. At the time of the transfer, the move-out inspection must accurately reflect that the transfer applicant's unit does not require any maintenance to be performed by CIHA.
6. The cost of any maintenance required to bring the housing unit up to acceptable standards for the next occupant family, that the transferring family does not complete on their own, must be paid for by them in advance, based on a cost estimate prepared by CIHA staff and approved by the Executive Director.

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**Involuntary Transfers of CIHA Tenant Families**

CIHA may decide to transfer families to more appropriately fit family size to unit size under the following conditions:

1. When the next families on the waiting list do not fit the size of the vacant unit.
2. When an occupant family does fit the vacant unit and their existing unit fits the size of the waiting family.
3. After the occupant family has been informed of this policy, counseled on the necessity for the transfer and allowed to comment on the proposed transfer.
4. When the Executive Director recommends the specific transfer in writing to the Board of Commissioners, after personally speaking with the family if they are unwilling to move voluntarily.
5. When the Board of Commissioners approves the transfer by a vote which appears in their minutes after: a) verifying that the circumstances upon which the Executive Director recommended the transfer fits this policy and, b) after giving the transferring family the opportunity to address the Board on the matter.
6. When a unit becomes available for the Tenant to transfer to, the transferring family will be given at least a 30 day notice to move into the new unit. A move out inspection form, with standards for acceptable maintenance will be sent to the Tenant to ensure completion of all damage repair prior to move-in. At the time of the transfer, the move out inspection must accurately reflect that the transfer applicant's unit does not require any damage repair to be performed by CIHA.
7. All unit damage in the occupied unit must be repaired at the transferring family's expense, since all residents are responsible for the repair of their own damage.
8. CIHA will pay for or do all cleaning of the unit and repair of normal wear and tear items.
9. CIHA will pay for all fair out of pocket moving expenses for the transferring family.
10. CIHA will credit the resident's monthly account receivable by \$100 or one month's rent, whichever is less, if the resident completes the move within 30 days of notification.