

## **V. Transfer Policy**

### **A. General Transfer Policy**

1. Transfers will be made without regard to race, color, national origin, sex, religion, or familial status. Residents can be transferred to accommodate a disability.
2. Residents will not be transferred to a dwelling unit of equal size and type except to alleviate hardship of the resident or other undesirable conditions as determined by the Executive Director or designee.

### **B. Transfers within the Public Housing Program**

1. The following transfers will take precedence over new admissions and will not be subject to a transfer fee. Transfers within the Public Housing Program for these reasons will be made on a priority basis without regard to the waiting list:

**(a) Victims under VAWA-Emergency Transfer takes priority or all other transfers  
If a unit is available, the tenant can move immediately. If a unit is not available a Section 8 Voucher may be issued or other units in our HAB Development may be offered.**

- (b) Emergencies
- (c) Over housed
- (d) Under housed
- (e) Medical justification
- (f) Administrative reasons determined by HAB
- (g) Single Family Home– This is for families and/or individuals who meet either (A) or (B) above and who have demonstrated a history of good tenancy with the HAB. Families must qualify in all program aspects for a single-family home and comply with the Single-Family Home Lease Addendum.

2. The following transfers will not take precedence over new admissions and will be subject to a transfer fee of \$250, which is non-refundable.

(a) Voluntary: this will be limited to one move and subject to the current transfer fee of \$250. Voluntary transfers are considered at the resident's request.

3. For tenant transfers within the public housing program, a full additional deposit will be required. The security deposit at the old unit will be used to pay for any damages and other charges from the move out. If the charges are less than the security deposit any remaining amounts will be sent to the tenant.

4. Rent for the new unit must be paid at the time of the transfer. If the move in date is after the first of the month, the rent will be prorated.

4. Residents will be allowed 5 calendar days to complete the transfer. Completing the transfer includes cleaning the old unit according to HAB standards.

### **C. C. Transfers Between PHA Administered Programs**

Transfers between programs administered and/or managed by the Housing Authority of Billings will be made on a case-by-case basis. HAB will also allow transfers to and from HAB assisted Housing Programs, Project Based Section 8 Programs, Public Housing Programs and the MDOC Section 8 Tenant Based Rental Assistance Program we administer, via contract, with the Montana Department of Commerce on a case by case basis. HAB will allow a period of five days for program participants to transfer from one assisted housing program to another without penalty of duplicate assistance. Transfers will be allowed for the following reasons:

1. Occupancy Standards
2. Accessibility Needs and Special Needs of those with disabilities
3. Personal Safety Needs
4. Other Special Needs as determined by Management.
5. Housing Opportunities for Assisted Families

Transfer requests (if requested by program participant) must be submitted in writing. Tenants must be in good standing within a given program to be considered for a transfer. Transfers will take priority before new admissions.

**D. Split-family Transfers**

1. Split-family transfers will be processed according to Break-Up of Family Plan.
2. Such transfers will be made in a manner that minimizes the impact on vacant units.

**E. Good Record Requirement for Transfer**

1. In general, and in all cases of all resident-requested transfers, residents will be considered for transfers only if the head of household and any other family members:
  - Do not owe back rent or other charges;
  - Meet reasonable housekeeping standards and have no housekeeping lease violations; and,
  - Can get utilities turned on in the name of the head of household (applicable only to properties with tenant-paid utilities).
  - Do not have a history of lease violations.
2. Exceptions to the good record requirements may be made for emergency transfers or when it is to the PHA's advantage to make the transfer. Absent a determination of exception, the following policy applies to transfers:
  - If back rent is owed, the resident will not be transferred until a payment plan is established or, if prior payment plans have failed, back rent is paid in full.
  - A resident with housekeeping standards violations will not be transferred until he/she passes a follow-up housekeeping inspection.

**F. Paying for Transfers**

Residents shall bear the costs of transfers.