

Transfer Policy

The Northern Ponca Housing Authority adopts the following transfer policy for the purpose of determining preference and eligibility for rental programs. Preference will be provided to Ponca members and the elderly. The points for preference will be as follows: Involuntary Transfer – 10, Elder- 6, Ponca- 4, Disabled- 3, Near Elder- 2, Large Family- 1. A waiting list of all transfers shall be maintained by the Admissions and Occupancy Department. Notification of eligibility and ineligibility will be sent to the tenant within 30 days of receipt of the transfer request.

There are two types of transfers, voluntary and involuntary. A voluntary transfer shall be defined as a transfer request due to special needs i.e. jobs and education, change of status LIMITED TO ONCE EVERY 5 YEARS. Involuntary transfers shall be defined as a transfer needed do to a PERMANENT, VERIFIABLE LEGAL, increase or decrease in family size, unit HAZARD OR SAFETY condition, or special needs (handicapped accessible).

1. Involuntary transfers take precedence over voluntary transfers.
2. Preference for involuntary transfers MAY be waived by the DISCRETION OF THE NPHA administration.
3. Only involuntary transfers shall have a priority over new applicants when vacant units are filled. Voluntary transfers are available only if there are no applicants on the waiting list for new housing.
4. Transfer request will not be approved unless tenant is in compliance will all NPHA policies. (i.e. pet policy)
5. To avoid over crowding of rental units, tenants are required to inform the Housing Authority whenever there is an increase or decrease of household composition from that shown on the application.
6. Transfers from one unit to another are allowed if the family pays all cleaning and repair cost for the original unit. All repairs must be completed before the transfer to the new unit can take place.
7. \$100.00 deposit is not transferable. \$100.00 deposit for the transferred unit is due at the time of move-in. Any remaining deposit that is to be returned to the tenant from transferred unit will be listed on the first accounts payable listing following the final move-out inspection
8. Tenant ledgers must be current on all account statuses for all voluntary and involuntary transfers to take place.

9. The Housing Authority will provided notice of unit availability on a quarterly basis to all tenants on the transfer waiting list.
10. The existing lease may be canceled and a new lease executed.
 - a. Outdated leases will be kept in the tenant's master file folder.
11. The Housing Authority is under no obligation to change out or provide appliances or appurtenances that were available in the unit from which the tenant is transferring from. (i.e. dishwashers, microwaves, garages, sheds) Nor will the Housing Authority be obligated to remove any appliance or appurtenance from a unit in which tenant is transferring in to.
12. If a temporary relocation is necessary due to lead based paint abatement, unit rehabilitation, eminent domain, or natural disaster the following will apply:
 - a. Unit size will be based on availability.
 - b. Tenant will not be subject to changes in rental charges, utility charges, and security deposit.

Adopted by Resolution

Revised 11/2006