



1300 Boulevard of the Arts  
Sarasota, Florida 34236  
(941) 361-6210 Phone 373-7088 Fax

### Housing Unit Transfer Policy

A participant family may transfer from one housing unit to another under the following terms:

1. The participant family must have fulfilled the first year's lease.
2. The participant family must complete a Request for Housing Unit Transfer Form.
3. If a participant family owes any monies to the Housing Authority, a transfer request will not be approved until all monies are paid in full.
4. If the participant has a delinquent balance due to the owner, a transfer may be denied until the balance is paid in full.
5. If there is no documentation of a delinquent balance from the owner in the participant family's file, a transfer briefing will be scheduled. Once the above requirements have been verified, the participant will be notified that the transfer request has been approved and a transfer briefing will be conducted. A new Voucher will be issued to the participant during the transfer briefing.
6. In accordance with the terms of the lease, the participant must submit a written notice to the landlord stating the property will be vacated in accordance with the lease. A copy of the notice must be submitted to the Housing Authority before the issuance of the Voucher.
7. Upon receipt of the notice to vacate, the Housing Authority will terminate the Housing Assistance Payment (HAP) to the current owner effective the last date of the notice to vacate. The participant must request any extension to this date in writing from the owner. A copy of the request for extension must be provided to the Housing Authority.
8. In the event the participant fails to find a new housing unit prior to the expiration of the Voucher, the participant must obtain written permission to remain in the current housing unit from the owner. The request to remain in the unit must be submitted prior to the actual expiration date of the Voucher. If the Voucher expires and the participant has not submitted a Request for Tenancy Approval or requested permission to stay in the existing housing unit, the participant's assistance may be terminated and the participant will be solely responsible for rent (under the lease) to the owner.
9. During the Transfer process, the Housing Authority will update the family composition and income, thereby changing the family recertification dates to the new lease date. The new Voucher will be issued for the bedroom size required at the time the transfer is approved.

I understand the above requirements for a transfer. I understand that I will not be allowed to transfer if I do not follow this policy.

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Housing Assistance Representative

**Date:** \_\_\_\_\_