

## **Exhibit 6-9 Transfer Policy**

Transfer determinations are made without regard to race, color, religion, national origin, sex, familial status, or disability. Transfers between assistance programs (i.e., Public Housing and Housing Choice Vouchers) are not allowed.

### **1. Reasonable Accommodation**

A family may request a transfer to a unit with accessible features as a reasonable accommodation for a family member with a disability that requires the features. Those types of requests are included in the explanation of AHFC's transfer categories below.

### **2. Transfer Categories**

Transfers may be requested by a family or may be required by AHFC. The types of transfers are listed below in descending order of priority. For example, an emergency transfer or relocation takes priority over reasonable accommodation transfer.

1. Emergency
2. Reasonable Accommodations

#### **2.A Emergency Transfer Plan**

Families in these categories take priority over a new admission.

##### **2.A.1. Health and Safety Condition of Unit**

The unit or building conditions pose an immediate threat to a family's life, health, or safety, and AHFC is unable to make repairs in less than 24 hours. Examples of emergency conditions include: a gas leak, no heat or inadequate heat in the unit during the winter, no water, toxic contamination, lead-based paint abatement, or a serious water leak.

AHFC will pay the moving expenses and basic utility hook-up fees (not including telephone or cable fees) for this transfer where responsibility for damage is not yet established. The family may choose between having AHFC contract with a moving company to provide basic moving services or receive a flat rate not to exceed \$500 for moving expenses.

If the preponderance of evidence suggests that the damages are the responsibility of the family, the family bears the cost of the move.

### **2.A.2. Health and Safety of a Family Member**

The immediate health or safety of a family member is at risk. The risk can be as a result of being a witness to a crime, being a victim of a hate crime or harassment, or being a victim of domestic violence, dating violence, sexual assault, or stalking.

The family is responsible for the costs associated with the move.

#### **1. Crime**

The family must request the transfer. Supporting documentation may be provided by a law enforcement agency, victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom the family has sought assistance. Documentation may also include court records or law enforcement records.

#### **2. Victim of Domestic Violence**

The family must request the transfer (see section 6.A of the Violence Against Women Act exhibit for regulations regarding emergency transfers). A family eligible for the protections under VAWA may:

- a) Request to move or port their voucher without meeting the residency requirement.
- b) Request to move or port their voucher without meeting Step Program requirements.

### **3. Documentation**

AHFC will maintain a listing of all required and requested transfers. This documentation will be archived following the procedures for archiving waiting lists.

### **Numbered Memo**

20-17 Exhibit 6-9 Transfer Policy