

HOME Family Housing Voucher Program

APPENDIX P - TRANSFER REQUEST

HOME Family Housing Voucher holders who are currently housed *may* be eligible for a transfer **when their lease term expires** and will not be renewed, or in certain cases where the voucher holder chooses not to renew their current lease, ***with all requests subject to program approval.***

These transfers may occur only at a time when funding is still available and there are issues within the current unit that qualify the household for a transfer.

Those transfers are limited to the following situations:

- 1) Situations that meet the qualifications for VAWA protections.
- 2) Habitability issues within the unit impacting a member of the household.
- 3) Non-Renewal of Lease or No-Cause Eviction enacted by the landlord.
 - **In these cases, notify HOME Family Housing Voucher within 48 hours of receiving notice.**
- 4) The Household chooses to move at the end of their current lease due to a need for housing that better fits their housing stability plan. This includes budgetary concerns, upcoming financial circumstances, or potential receipt of a longer-term voucher.

HOUSEHOLD INFORMATION

Head of Household Name: _____ Lease End Date: _____

Current Address: _____

Support Worker Name: _____ Organization: _____

TRANSFER PARAMETERS

Please select the reason for a transfer below:

- 1) VAWA (Violence Against Women Act)
- 2) Habitability Issues
- 3) Non-Renewal of Lease/No-Cause Eviction enacted by landlord
- 4) Household choice to move at the end of lease term
- 5) Other (please explain): _____

Please briefly explain below why this transfer is being requested (See the Required Documentation page of this document to ensure this explanation covers the necessary applicable information):

REQUIRED DOCUMENTATION

To be submitted to the HOME Family Housing Voucher Program Administrator no less than 30 days prior to lease termination for planned moves and within 48 hours of notification for a No Cause or Non-Renewal of lease. Households assume the responsibility of abiding by the terms of their lease regarding necessary notice to vacate.

1) For VAWA:

- Completed [Appendix Q – Emergency Transfer Request](#)
- Completed [Appendix J – VAWA Release](#)

2) For Habitability Concerns:

Written documentation through the Town Health Office regarding habitability concerns.

When this documentation is unavailable or inapplicable:

- Submit a detailed statement, signed and attested by HSW and tenant.
- Provide any supporting documentation including yet not limited to: Pictures and or video of the issue, signed documentation from licensed professionals (i.e. doctor, psychiatrist, etc.) working with an individual within the household stating the ways this situation impacts the tenant’s health and wellbeing, and why they support this move, or other evidence relative to the habitability issue.

For No Cause Evictions or Non-Renewal of Lease:

- Notify CVOEO HOME Family Housing Voucher Program Administrator within 48 hours of receipt of No Cause/Non-Renewal notice.
- Completed [Appendix O - Housing Voucher Annual Review form](#) (if not already submitted).
- Include the landlord’s notice of No Cause Eviction/Non-Renewal with this transfer request.

For a household choosing to move for reasons tied to their long-term housing stability goals:

- Completed [Appendix O - Housing Voucher Annual Review form](#) (if not already submitted).
- [Appendix P - Voucher Transfer Request form](#) (this document) including a brief written plan for their long-term housing stability, submitted to the voucher program administrator 30 days prior to when tenant will give their current landlord notice (min. time-frame for notice dependent upon local law and tenant’s current lease).
- Tenant must be nearing the end of their current lease.
- Intent to rent verification for the new unit submitted with supporting documents (suitable housing must be identified *at least* 30 days prior to the end of their current lease).
- Upon review, CVOEO may ask for more clarification of the tenant being in good standing with the landlord, i.e. no ongoing lease violations or monies owed, to determine eligibility.
- If a household is in line to receive a traditional housing voucher and will need to find a unit that is within that program’s stated [Fair Market Rent limits](#) and proof of new voucher issuance.

NEXT STEPS

Tenant and Housing Support Worker Responsibilities:

- For those moving due to circumstances outside of their personal choice, identify housing within 60 days of previous lease termination. It is **strongly recommended** that your housing search begins in the months prior to your current lease expiration.
- For all transfers, submit a new completed Family Housing Voucher lease packet along with affirmative inspection. This documentation includes:
 - Completed and signed Appendix O: Housing Voucher Review form (if not already submitted)
 - New lease agreement signed by tenant and landlord
 - Completed and signed Appendix H: Lease Addendum, signed by tenant and landlord
 - Confirmation of an affirmative VSHA Housing Inspection
 - Completed and signed Appendix Q-Shelter Release Form (202H)
 - Completed and signed Appendix F: Fair Market Rent and Rent Reasonableness
- Once approved for your new unit, the HOME Family Housing Voucher Program will continue your housing support payment through June 30, 2026.

SIGNATURES OF ALL ADULTS IN HOUSEHOLD.

We certify that the information in this transfer form and all supplemental documentation is complete and true to the best of my knowledge and belief.

Head of household: _____ Date: _____

Spouse/co-head: _____ Date: _____

Other adult: _____ Date: _____

HOUSING SUPPORT WORKER. Please check the boxes.

I have reviewed this transfer request and verify that it is complete with all supporting documentation provided.

I have verified that the tenant has followed all requirements as laid out in this document, including providing proper notice when vacating their unit and identifying new housing.

I will assist this tenant complete the proper documentation to lease a new unit with their HOME Family Housing Voucher, cognizant of the June 2024 final payment date.

Sign _____ Date: _____