

MODEL FORM

Get Proof of Reason for Unit Transfer

Use a form to make sure you have adequate proof of the reason you required a household to transfer units or you granted a household's request to transfer units. You'll need this proof if you bring a vacancy claim for the move-out unit. You may also need it to

help defend your site against a fair housing complaint involving unit transfers. Have your contract administrator or local HUD office okay it. Also, show this form to your attorney and ask her to tailor it to your site.

AHMI0177

UNIT TRANSFER FORM

Store the completed form and attached documents in the household's file.

Site name _____

Household name _____

Move-out unit (# and size) _____

Move-in unit (# and size) _____

Transfer date _____

Reason for transfer _____

Have you attached all the documents related to the unit transfer to this form? Y N

Relevant forms might include:

- ◆ 50059 printout showing a change in household size
- ◆ A letter from a doctor explaining why a household needed a new type of unit

Signature of Property Manager _____