



TRANSFER REQUEST

Tenant Name

Date

Physical Address

It is understood that in order to be considered for a transfer:

1. My current account must not be in delinquent status.
2. My current unit must have been well maintained within YNHA's standards.
3. I must be current with my Annual Recertification.
(If my annual recertification is current then an Interim Recertification must be completed to report the change of household)
4. The first available unit that is offered must be accepted or my name will be deleted from the transfer waiting list.
5. It is required that the existing agreement is to be cancelled and a new agreement will be executed by the Head of Household upon transfer into the new unit.

I am requesting to transfer due to:

1. I have had a change in my family size: Increase Decrease
 - a. Have you completed a recertification? Yes No
2. Total amount of people currently in my household: _____
3. Current unit bedroom size: 1 bdrm 2 bdrm 3 bdrm 4 bdrm
4. I would like to transfer into: 1 bdrm 2 bdrm 3 bdrm 4 bdrm

Head of Household Signature

*****OFFICE USE ONLY * DO NOT WRITE IN THIS AREA*****

Added to transfer waiting list: Yes No

Account current: Yes No

Comments: _____

Occupancy Specialist

Date