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HOUSING AUTHORITY OF THE CITY OF SEATTLE  
MANUAL OF OPERATIONS

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**SUBJECT:** Resident Transfers - Incentive

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**POLICY:**

The Seattle Housing Authority (SHA) encourages residents to work toward individual goals that will enhance their quality of life and upward mobility. The Housing Authority shall act as a partner in furthering individuals and resident groups by encouraging them to accomplish their goals. One way that these residents may be furthered is to offer positive incentives to residents. Incentive transfers offer residents a hope of assuming more control over their immediate tenancy with a goal of relocating to a more desirable community or situation. The Housing Authority recognizes the need to provide on-going incentives to residents, to encourage full participation in the community and to reward self-sufficient behaviors. Such transfers include:

Scattered Site Incentive Transfers. Transferring from a Garden Community to a scattered site unit is recognized as a desirable goal by public housing applicants and residents. Current residents in SHA's garden communities may request an incentive transfer to a scattered-site unit upon meeting the criteria described below.

**A. Qualifying for Scattered Sites Incentive Transfers:**

1. Incentive transfers to scattered-site units shall be offered only to existing SHA residents of garden and townhouse communities. Each resident must meet the following criteria prior to approval of his or her incentive transfer request:
  - a. lived in an SHA garden or townhouse community for at least three (3) years; and
  - b. had no late payment of rent in the past two (2) years prior to requesting an incentive transfer; and
  - c. have had no significant, substantiated complaints from other residents (or the public) regarding the household's behavior (all members of the household including guests) during the past two (2) years; and
  - d. have a record of satisfactory maintenance of their unit and adjacent grounds if any, during the past two (2) years as evidenced by annual and special inspections (unit is clean, orderly, and free from resident-caused damage or excessive wear and tear; grounds are free from litter and well-tended).
2. The resident must apply to the Community Manager of the community in which they live and from which they wish to transfer. The resident shall submit a written statement (management personnel may assist in preparing or typing such a statement) on his or her request as to why they want to be considered for a resident incentive transfer. This

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Rescinds L12.5-3, effective 7/1/96 in its' entirety. Removed references to incentive transfers for studio and one bedroom units and included language for new voluntary choice. Also, effective 3/1/01, SHA's Board of Commissioners, Resolution No. 4558 gives current residents as well as new applicants the choice to be placed on one or two site-based waiting lists.

statement should include individual goals of the resident and their family members that may be related to the desire to relocate (employment, training, education, etc.) and how a transfer may further those goals.

3. Once approved, residents must continue to meet the criteria stated in #1 above. Failure to do so will result in the transfer request being canceled. The resident may re-apply once he or she again meets all stated criteria.
4. The resident must agree to pay:
  - a. for all damages to the unit which are in excess of normal wear and tear; and
  - b. pay the differential in any non-refundable cleaning fees or security deposits.

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