
HOUSING AUTHORITY OF THE CITY OF SEATTLE
MANUAL OF OPERATIONS

SUBJECT: Resident Transfers – Voluntary Studio/One-Bedroom

SCOPE: This policy shall apply to all Federally-subsidized public housing programs and units administered under the Seattle Housing Authority's "Moving to New Ways" Plan, unless specifically noted.

POLICY:

The Seattle Housing Authority (SHA) under its' Moving to New Ways Agreement has implemented as part of the Applicant Choice Policy adopted in June 2000, Resolution #4558, a policy that seeks to offer current public housing residents the opportunity to voluntarily transfer to another public housing studio/one-bedroom unit without having to provide rationale or justification for such transfer.

IMPLEMENTING POLICY:

A. Qualifying for Voluntary Studio/One-Bedroom Transfers:

1. Voluntary transfers to studio/one-bedroom high-rise or garden community units shall be offered only to existing SHA public housing residents. Each resident must meet the following criteria prior to approval of his or her voluntary transfer request:
 - a. lived in their current unit in an SHA public housing community for at least three (3) years (unless the reason they have not had three consecutive years of tenancy in a single unit is due to an SHA-initiated emergency transfer); and
 - b. have had no eviction notices for late payment of rent in the past two (2) years prior to requesting a voluntary 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 agree to pay an administrative fee. The Administrative Fee will be established on an annual basis based on prior calendar year average of material and labor costs for turning over a vacated unit. Fee schedules (see Exhibit 1) will be made available to residents by the management office.
3. The resident must agree to pay for all damages to the unit that is in excess of normal wear and tear.

4. The resident must agree to pay for any differential in any security deposits.

B. Voluntary Transfer Waiting Lists

1. Approved voluntary transfers will be placed on the appropriate site-specific waiting list that is maintained by the Senior Property Manager.
2. The residents' date of approval shall prioritize each voluntary transfer request on the site-specific wait list.
3. No resident shall be placed on more than two site-specific waiting lists.
4. No resident shall be placed on the site-specific waiting list for the community in which they currently live.
6. Once a unit is selected and leased, the resident shall be removed from all remaining site-specific waiting lists.

C. Canceling an Approved Transfer

1. Once approved, residents must continue to meet the criteria stated in A.1. above. A household that has been approved for a voluntary transfer may be reconsidered and dropped from the waiting list at any time prior to being transferred if their tenant record indicates a failure to maintain the minimum criteria in A.1.a. – d. above. The resident may re-apply once all stated criteria are again met.