



East Hartford Housing Authority
546 Burnside Ave, East Hartford, CT 06108

Main Office 860-290-8301 Maintenance\24 Hour Emergency 860-290-8300 TDD 1-800-545-1833 ext 216
Finance Dept Fax 860-290-8308 Leasing Dept Fax 860-289-1688 www.ehousing.org

TRANSFER REQUEST

Date _____

Name _____ Phone Number _____

Address _____

Apartment size you are requesting (circle one) EFF 1BR 2BR 3BR 4BR

REASON FOR YOUR TRANSFER REQUEST – If your request is due to a medical necessity, please request a reasonable accommodation form. In order to be added to the medical transfer list, you must have the need for the transfer certified by a doctor.

Name and Birth Date of all members of your household

TRANSFER STIPULATIONS

If a family transfers from one dwelling unit to another the existing lease shall be void and a new lease shall be executed for the new dwelling unit.

All transfers will be granted on a case-by-case basis when, at the sole discretion of East Hartford Housing Authority, the circumstances affecting a family clearly indicates the need for a transfer.

Transfers will be granted only if the family is in compliance with their current lease agreement and all the rules and regulations contained in the Occupancy Section part of their lease agreement for twelve (12) consecutive months prior to the transfer, which includes but is not limited to timeliness of rental payments. A family must have a zero (0.00) rental account balance prior to being transferred.

JAMES KATE PRESCILLE YAMAMOTO JOHN CARELLA HAZELANN COOK KATHLEEN STEPHENS DEBRA BOUCHARD RALPH J. ALEXANDER
CHAIRMAN VICE CHAIRMAN TREASURER COMMISSIONER COMMISSIONER EXECUTIVE DIRECTOR LEGAL COUNSEL

EQUAL HOUSING OPPORTUNITY



EQUAL OPPORTUNITY EMPLOYER

TRANSFER STIPULATIONS Continued

East Hartford Housing Authority considers multiple factors when a transfer is granted. The factors considered include but are not limited to medical necessity, over housed, and/or under housed, housekeeping (past and present), payment history, and overall lease compliance during tenancy.

At the time of a transfer offer a family must demonstrate timely rental payments (on or before the 10th of each month) for a minimum of twelve (12) consecutive months prior to the offer. Any family that does not meet this minimum payment history requirement at the time of a transfer offer will be denied a transfer and will be removed from the transfer list. If the family still wishes to be transferred, the family shall be required to submit a new transfer request and will be added to the list under the new request date.

At the time of any transfer offer a family shall agree to undergo a pre-transfer approval inspection of their current unit for general housekeeping and physical unit lease compliance. Any family that fails to allow such inspection will be denied a transfer and will be removed from the transfer list. Any family that fails the pre-approval inspection for poor housekeeping and/or physical unit lease compliance will not be transferred until the resident allows and passes twelve (12) consecutive months of follow-up inspections. Once the family has passed such inspections EHHA will then reconsider the family for a transfer. If the family has failed to demonstrate compliance with EHHA’s housekeeping standards and/or physical unit lease compliance through the above process, the family will be denied a transfer and removed from the transfer list. If the family still wishes to be transferred, the family shall be required to submit a new transfer request and will be added to the list under the new request date.

Once the transfer is approved, upon notice that the new unit is ready for occupancy, a lease for the new unit shall be executed. If the family owes a balance on their rental account, the family shall be required to pay the balance in full prior to the execution of the new lease. EHHA shall require a full security deposit for the new unit in accordance with EHHA policy (i.e. security deposit is equal to current TTP for each family). EHHA will not transfer any held security deposit from the “old” unit to the “new” unit account. The refund of any part of the security deposit held for the “old” unit shall be processed and returned after an account settlement has been performed in accordance with current Connecticut State Statutes.

EHHA shall require the family to pay rent for the new unit effective immediately upon execution of the new lease and paid security deposit. The family will be responsible for the rent for both units while they possess key to both units. With this in mind, the family will be allowed seven (7) days and should make every attempt to complete their transfer and return the keys to their “old” unit. The family will continue to be charged rent for both units (new and old) until the keys to the “old” unit are returned to EHHA’s main office regardless of how many days the family retains keys to both units. All moving expenses are the responsibility of the family.

Refusal of a transfer offer, provided the size and/or medical need are met with the transfer offer, regardless of the location of the new unit, will result in the removal of the family from the transfer list. If the family still wishes to be transferred, the family shall be required to submit a new transfer request and will be added to the transfer list under the new request date. If the reason for the original transfer was for documented medical reasons and the family refused the transfer offer, the family will retain a place on the regular transfer list with the original transfer request date; however if the family wishes to be placed on the medical transfer list a new transfer request with medical certification shall be required. The resident family will be added to the medical transfer list under the new request date due to the refusal of the original transfer offer which met their medical need.

Date

Signature of Head of Household

JAMES KATE
CHAIRMAN

PRESCILLE YAMAMOTO
VICE CHAIRMAN

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TREASURER

HAZELANN COOK
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