



Northern Circle Indian Housing Authority
694 Pinoleville Drive, Ukiah CA 95482
707-468-1336 800-521-3191

TENANT TRANSFER POLICY
(Adopted 8/90)

Transfer of a family from one HUD-aided rental or mutual help unit to another, when such family is eligible for continued occupancy in the dwelling to which it transfers, shall not be subject to preference or other selection criteria contained in NCIHA policies. Transfers shall accommodate family circumstances to the greatest extent feasible. As a general rule, transfers shall be made when appropriate, prior to a family being placed in any vacant unit from a waiting list.

All transfers or tenants effected by NCIHA, however initiated, shall be reviewed and approved by the Participant Selection Committee.

Transfer Procedures

1. The Participant Selection Committee approval.
2. Staff Inspection of occupied dwelling unit - assessment of tenant caused damages - written assessment given to resident.
3. Resident may pay for assessed damages or make necessary repairs.
4. Resident signs new lease agreement and has 30 days from receipt of keys to move to transfer unit.
5. Resident who is considered for transfer must be in good standing financially with NCIHA, including reasonably consistent and timely payment history and have no outstanding debts or repayment agreements.
6. NCIHA will notify the affected Tribe when a proposed transfer is to be considered and give the tribe the opportunity to respond with their position or other guidance within a specified timeframe.
7. Any Monthly Equity Payment Account (MEPA) balance shall be transferred to the new Mutual Help unit for the homebuyer when a transfer between Mutual Help units is approved.