



THE TOPEKA HOUSING AUTHORITY

2010 SE California Ave. ■ Topeka, KS 66607
Phone: 785-357-8842 ■ Fax: 785-357-2648 ■ www.tha.gov

REQUEST FOR TRANSFER

Tenant Name	Phone #
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Street Address	Unit Number
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Total Family Size	Please mark all the following that apply for the head of household or spouse residing in unit <input type="checkbox"/> Elderly (<i>age 62 or older</i>) <input type="checkbox"/> Disabled <input type="checkbox"/> Employed <input type="checkbox"/> None of these apply to me or my spouse
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Other Family Members Living at This Address

Name	Relationship to Head of Household	Sex (M or F)	Age

Reason for Transfer Request

Transfer requests are only considered for tenants who are current on all rents and charges, meet all program obligations including completion of the initial 12-month lease agreement, and the current unit passes a housekeeping inspection.

Reasonable accommodation of a disability

Ask the receptionist for a *Request for Reasonable Accommodation* form for you to complete and return to the reception desk. THA will send the completed form to your health care provider to verify the need for accommodation of a disability.

Unit size adjustment due to increase or decrease in family size

Program staff transfers residents when changes in family size or composition lead to situations in which families are occupying units too small or too large for the size of the family. THA will inform you of the additional verification required for any change in family size. Please note that the tenant is responsible for notifying THA within 30 days if anyone leaves the family or children are added to the family due to birth, adoption or court-awarded custody. The tenant must obtain THA permission before any adult (age 18 or older) or live-in aide moves in.

Convenience

Convenience transfers are the lowest priority transfers and may not be approved by THA. At their discretion, Program staff approves transfers for the convenience of tenants.

Explanation of Transfer Request

TRANSFER COSTS AND TIME LIMITS

If the transfer is approved your name will be added to the Public Housing Waiting list based on the date the request is approved by THA. You will be offered a unit when you name reaches the top of the list and suitable housing is available.

1. You are responsible for paying a new security deposit in full prior to your transfer. The balance of the old security deposit, if any, will be returned to you after a move-out inspection is completed, minus any charges for cleaning and repair.
2. After a new unit is offered and accepted, you will have 5 calendar days to transfer your belongings to the new unit. Rent of \$4.00 per day will be charged for each day over this 5 day limit if the old unit is not vacated on time and keys turned in by 5pm on fifth and final day of transfer.

I certify that the information provided is accurate and complete. I have read and understand the Transfer Rules.

Tenant Signature
PH-jlo

Date