

**ROLLINS MARTIN APARTMENTS**  
**UNIT TRANSFER POLICY**  
**Effective 2/12/2019**

Rollins Martin Apartments will maintain a unit transfer waiting list for all current residents at the property. The waiting list will be kept in chronological order on an electronic form.

Transfer requests that are in relation to the Violence Against Women Act (VAWA), reasonable accommodations and/or resident personal preference will be reviewed by management. Transfer requests will be considered during or at the end of the lease term.

Transfers will be processed in the follow order:

1. Persons requiring transfers in relation to VAWA or persons requesting a reasonable accommodation will receive priority.
2. Persons requesting transfer due to personal preference will be considered after those described above have been accommodated.

The transfer waiting list will contain the following information:

- Date the resident's information was received
- Name of the head of household
- Contact Information – phone number, email or other preferred contact method
- Need for an accessible unit
- Comment/Contact – record of correspondence between management and applicant

Contact will be made via telephone and/or email using the information provided to management. The resident will be notified of the expected availability date of the new unit at least 30 days prior to the approximate transfer date. Once management has made contact with the applicant regarding unit availability, the resident has three (3) business days to respond to management with a decision on moving forward with the transfer process. If the resident moves forward, the resident(s) will have five (5) days to complete the transfer process and turn in keys for the prior unit to management. If a response is not received within the applicable time period, the resident's name will be removed from the transfer waiting list. If the resident declines the transfer, the resident remains on the waiting list, in chronological order, if desired; if the resident is offered a transfer from the transfer waiting list twice and refuses occupancy both times, the resident will be removed from the waiting list.

**Unit Transfer Procedures in Regards to Form 8609s:**

Request to transfer from one building to another will be treated as a Move-Out and a Move-In and will have to be recertified for program eligibility.

Request to transfer within the building will not be required to recertify as a new household.

**Security Deposits:**

# **ROLLINS MARTIN APARTMENTS UNIT TRANSFER POLICY**

**Effective 2/12/2019**

A new apartment deposit will be required for the new unit. Management will allow one of the following two procedures regarding the security deposit. Tenants can either:

1. Pay a new deposit for the new unit and wait for deposit refund determination regarding the security deposit on prior unit. Or,
2. With tenant acknowledgement, management will conduct a move-out inspection of the prior unit to determine if there are any damages or areas in the unit considered as above normal wear and tear. The prior unit deposit will be applied to any damages, additional cleanings, etc. If the tenant is due a refund, management may apply the remaining deposit refund to the new unit and the tenant will be responsible to provide the difference between the deposit amounts within 30 days.

### **Reasonable Accommodations:**

Residents may request a reasonable accommodation by contacting Celina Mizcles Stubbs at the Management Office at (512) 477-3555 or email [rentdesk@tsahc.org](mailto:rentdesk@tsahc.org). Management will respond to reasonable accommodation requests within 14 calendar days of receipt.