

## Documentation of Unit Transfer

Name of Household: \_\_\_\_\_

Date of Unit Transfer: \_\_\_\_\_

Transferring from BIN: ID- \_\_\_\_\_ Transferring to BIN: ID- \_\_\_\_\_

Transferring from Unit #: \_\_\_\_\_ Rent Amount: \$ \_\_\_\_\_

Transferring to Unit #: \_\_\_\_\_ New Rent Amount \$ \_\_\_\_\_

Last (Re)Certification Date: \_\_\_\_\_ Annual Income: \$ \_\_\_\_\_

Next (Re)Certification Date: \_\_\_\_\_

Compliance status of transferring household at time of transfer (check one):

- Not a Section 42 household (market rate unit)
- First Section 42 household to qualify unit after Placed in Service (month \_\_\_\_ to \_\_\_\_)
- Section 42 household (qualified tax credit unit)
- Section 42 household (qualified tax credit unit subject to the Available Unit Rule) with recertified income over 140%. If transferring to a *different* building, the newly occupied unit will be considered non-qualifying, or a market rate unit.

Compliance status of vacant unit at time of transfer (check one):

- Not a Section 42 household (market rate unit)
- Qualified vacant unit (Section 42 household was previous occupant)
- Designated Section 42 unit never occupied by qualified household (month from \_\_\_\_ to \_\_\_\_ )

*Remember: Units "swap" status when the household lease is transferred. Since a household can qualify only one unit for Section 42 status, it is important to note carefully transfers between units where at least one of the units has never been occupied by a qualified household. If a household with recertified income that exceeds 140% of the applicable income limit transfers to a new unit a different building, the newly occupied unit is considered a market unit.*

*Place a completed copy of this form in each respective unit file.*

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_