



# Transfer Policy For HUD/ LIHTC

## Eligibility

The following criteria must be assessed to determine a resident(s) transfer eligibility and how the transfer must be processed Yardi Voyager

- Payment History
- Behavioral History
- Unit Transfer Function VS. Move-In Move-Out Procedures
- Transfer Fee
- Deposit

## Payment History

- A resident cannot have any NSF's in the prior 12 consecutive months. They cannot have made any late payments in the previous six months.

## Behavioral History

- Residents cannot have any lease violations in the last 6 months

## Unit Transfer Function VS. Move In/Move Out procedures

- The unit transfer function in Yardi can be utilized for lateral moves even if the transfer is in another building on site. There are a few exceptions to this. Please refer to your communities **Qualifying Criteria** to confirm.
- A new eligibility file must be completed if the resident/s are moving to a more expensive apartment. Therefore you must have the resident/s apply for the new apartment and meet all requirements.

## Transfer Fee

- If your community requires a transfer fee. The payment must be made to the current ledger before the transfer can be processed in the system.

## Deposit

- For **LIHTC** communities the resident must pay a new security deposit for the new apartment. Any move-out charges from the previous apartment will be taken out of the original security deposit. If there is a credit left over it will be applied to the resident's new apartment ledger as a credit.
- For **HUD** communities the security deposit must be transferred to the new apartment