

Sample Unit Transfer Policy

**Policy # \_\_\_\_\_ SUBJECT:** Unit Transfer

**POLICY:** If the size of a family has permanently changed so that the unit occupied is no longer appropriate, the housing department may require the family to move to a unit of appropriate size.

**RATIONALE:** to prevent the overcrowding that may occur as families grow and to prevent large units from being underutilized as family size is reduced.

**PROCEDURE:** The tenants will be given 3-months written notice that they will be transferred to a new rental unit. No families will be left homeless, if a unit is not readily available they will remain in their current rental unit until a more suitable unit is vacant.