

STOCKBRIDGE HOUSING AUTHORITY

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TRANSFER POLICY

Those individuals wishing to transfer to a different unit must complete a transfer request form. This form may be obtained at the main office, located at Heaton Court, 5 Pine St., Stockbridge, MA 01262. The objective of this policy is that it shall facilitate relocation of individuals and/or their families with a complete and permanent inability to continue living in a multiple story housing unit and to assist the Authority in the elimination of vacancy loss and other expenses due to unnecessary transfers.

Transfers are not automatically granted upon request. All requests for transfers must be accompanied with proper documentation to be considered. A transfer may be granted when it's determined that the existing apartment is either too small or too large, or that medical problems make the residents present housing inappropriate. In the event of a request for a transfer for medical reasons, medical documentation will be required from a responsible physician. You are only allowed one (1) transfer for cause.

Residents of Heaton Court will have priority when it is necessary to transfer to a first (1st) floor unit from an upper level and only when a unit is available. Proper completion of the transfer request and medical documentation must be on file with the Authority, for the transfer to be considered. No transfers will be initiated unless a unit is available for occupancy.

Types of Transfers:

1. Housing Authority Initiated.

- a.) Fire, accident or natural disaster that results in the unit becoming uninhabitable, the resident will be offered alternative accommodations within the development if available.
- b.) Modernization work if unit will be uninhabitable providing a unit is available.
- c.) To accommodate an individual who has mobility or other impairments that makes the person unable to use critical elements of the unit.

2. Emergency Transfers:

- a.) A tenant who is a victim of domestic violence, dating violence, sexual assault or stalking as provided in current regulation may request an emergency transfer. The Stockbridge Housing Authority, having only one development, will assist the resident in applying to other Housing Authority



programs, and facilitating between the agencies, if requested. This is in order to provide assistance to the victim and / or their family.

b.) A tenant who is unable to return to their unit upon release from a nursing or rehabilitation facility will qualify as a medical emergency transfer.

3. Transfers for Approved Medical or Accommodation Reasons:

a.) Residents in need of transferring for reasonable accommodations may submit a request for transfer form. The Authority may require medical documentation from a reliable physician or service provider and reserves the right to make its own evaluation of such documents.

4. Costs Associated with Transfers:

a.) The cost of the transfer will be borne by the family in all instances except for the following circumstance(s); when the transfer is needed in order to carry out rehabilitation activities or when the unit has been considered unsafe or uninhabitable due to fire, accident or natural disaster.

5. Priorities for Transfers:

Priority will be assigned to all transfers as per the regulations of the State-Aided waiting list system. (CHAMP). Noting that the Authority may initiate and approve transfers at their discretion. Refer to 760 CMR 5.10(b).

6. Transfer Offers:

When making a transfer for good cause the LHA shall make one written offer of a unit which is of appropriate size and documented medical needs. A tenant must accept this offer within seven days of the date of offer. Refer to 760 CMR 5.10 (b).

Adopted by the Board of Commissioners on 1/7/2020