|  |
| --- |
| **Property Name Goes Here**  Property Address Goes Here  Property Address Goes Here  Property Phone Number Goes Here |

**UNIT TRANSFER MANAGEMENT REQUESTED LETTER**

Resident Name: Today’s Date:

Unit #: Apartment Size:

Dear :

Currently, there are people residing in your apartment. Our occupancy standards indicate a minimum of one person per bedroom and a maximum of two people per bedroom.

Based on your household’s current occupancy, and the occupancy standards established for this property, it has been determined that your current apartment is no longer the appropriate size for your household.

In Accordance with your Leases:

The Tenant understands that HUD requires the Landlord to assign units in accordance with the Landlord’s written occupancy standards. These standards include consideration of unit size, relationship of family members, age and sex of family members and family preference. If the Tenant is or becomes eligible for a different size unit, and the required size unit becomes available, the Tenant agrees to:

1. move within 30 days after the Landlord notifies the resident that unit of the required size is available within the project; or
2. remain in the same unit and pay the HUD-approved market rent.

Based on this information, we are placing your household on the waiting list to be transferred to a unit of appropriate size that will accommodate your household size.

You have the right to respond in writing or request a meeting within 5 days to dispute the denial.  If you believe there are mitigating circumstances that should be considered in the denial of this request, please advise us so we may schedule a meeting to discuss your circumstances.

And, if you are a person with a disability, you have the right to request reasonable accommodations to participate in the meeting.

Please contact the management office during regular business hours

Thank you,

Community Manager