

**APPLICATIONS AND TENANCY ADMINISTRATION DEPARTMENT MANUAL**

<b>APPENDIX E – TRANSFER PRIORITIES AND OCCUPANCY STANDARDS FOR FAMILIES</b>			
<b>PRIORITY CODE</b>	<b>TRANSFER TYPE</b>	<b>REASON FOR TRANSFER</b>	<b>TRANSFER OPTIONS</b> <i>(SEE NOTES ON PAGE 7)</i>
<b>T0</b>	<b>A</b>	Apartment uninhabitable (e.g., fire, flood). <sup>(1)</sup>	Tenant cannot choose a development.  <b>NYCHA</b> will assign the tenant to the <b>first available proper sized</b> vacancy in the current development, unless no proper sized apartment exists in the current development.  In this case, <b>NYCHA</b> will assign the tenant to a proper sized apartment in a neighboring development.  <b><i>[Staff may initiate the transfer by filing a Tenant Request for Transfer even if the request is unsigned by the tenant.]</i></b>
<b>T0</b>	<b>C</b>	Displaced due to development renovation and the tenant wishes to return.  The tenant must file a transfer request to return before the renovation is completed). <sup>(1)</sup>	<b>ORIGINAL</b> development only. The tenant may request to return to the apartment from which he/she was displaced only if the apartment is the proper size for the family.
<b>T0</b>	<b>D</b>	Displaced for development renovation, development use, or the requirements of a special purpose program such as MHOP (Multifamily Home Ownership). <sup>(1)</sup>	<b>INTRA</b> -project transfer;  <b>INTER</b> -project transfer with choice from the <b>Guide to Anticipated Vacancies for Tenant Transfers (GUIDE)</b> <sup>(2)</sup> ; or  <b>BOROUGH</b> choice.  <b><i>[Staff may initiate the transfer by filing a Tenant Request for Transfer even if the request is unsigned by the tenant.]</i></b>
<b>T0</b>	<b>E</b>	Tenant’s apartment is Underoccupied <sup>(3)</sup> or soon to be Underoccupied and tenant is required to move as a result of Termination of Tenancy proceeding. <sup>(4)</sup>	<b>INTRA</b> -project transfer;  <b>INTER</b> -project transfer with <b>GUIDE</b> choice; or  <b>BOROUGH</b> choice.  <b><i>[Staff may initiate the transfer by filing a Tenant Request for Transfer even if the request is unsigned by the tenant.]</i></b>

**APPLICATIONS AND TENANCY ADMINISTRATION DEPARTMENT MANUAL**

<b>APPENDIX E – TRANSFER PRIORITIES AND OCCUPANCY STANDARDS FOR FAMILIES</b>			
<b>PRIORITY CODE</b>	<b>TRANSFER TYPE</b>	<b>REASON FOR TRANSFER</b>	<b>TRANSFER OPTIONS</b> <i>(SEE NOTES ON PAGE 7)</i>
<b>T0</b>	<b>G</b>	Needs continuing health/medical care with a specific health care provider or facility and travel time is more than sixty minutes from the current development.	Tenant cannot choose a development. NYCHA will assign tenant to a development near the facility/physician/provider whether or not it appears on the <b>GUIDE</b> .
<b>T0</b>	<b>H</b>	Needs continuing home health care, which <b>NO</b> household member can provide, and that is not available within sixty minutes travel time from the current development. <b>NOTE:</b> This category is not only for the elderly who need care.	Tenant cannot choose a development. NYCHA will assign the tenant to a development near the relative whether or not it appears on the <b>GUIDE</b> .
<b>T0</b>	<b>I</b>	In need of an extra bedroom to accommodate a person with a medical condition that requires the use of a hospital bed or accommodates the mental condition of a family member.	<b>INTRA</b> -project transfer; <b>INTER</b> -project transfer with <b>GUIDE</b> choice; or <b>BOROUGH</b> choice.
<b>T0</b>	<b>J</b>	Disabled in a <b>non-elevator</b> building and wants an apartment in an elevator building on any floor.	<b>INTRA</b> -project transfer to an apartment in any <b>elevator</b> building, if a proper size apartment exists, or <b>INTER</b> -project transfer with <b>GUIDE</b> ; or <b>BOROUGH</b> choice to an <b>elevator</b> building.
<b>T0</b>	<b>K</b>	Disabled and wants an apartment on the 1 <sup>st</sup> or 2 <sup>nd</sup> floor in a building with or without an elevator.	<b>INTRA</b> -project transfer to a 1 <sup>st</sup> or 2 <sup>nd</sup> floor apartment in an elevator building or a non-elevator building; or <b>INTER</b> -project transfer with <b>BOROUGH</b> choice only to a 1 <sup>st</sup> or 2 <sup>nd</sup> floor apartment in an elevator building or a non-elevator building.

**APPLICATIONS AND TENANCY ADMINISTRATION DEPARTMENT MANUAL**

<b>APPENDIX E – TRANSFER PRIORITIES AND OCCUPANCY STANDARDS FOR FAMILIES</b>			
<b>PRIORITY CODE</b>	<b>TRANSFER TYPE</b>	<b>REASON FOR TRANSFER</b>	<b>TRANSFER OPTIONS</b> <i>(SEE NOTES ON PAGE 7)</i>
<b>T0</b>	<b>L</b>	Qualifies for, and requests an accessible apartment.	<b>INTRA</b> -project transfer if a proper-sized accessible apartment exists;  <b>INTER</b> -project transfer with choice from the <b>Guide to Vacancies-Accessible Apartments</b> <sup>(2)</sup> ; or <b>BOROUGH choice.</b>
<b>T0</b>	<b>M</b>	Disabled and requests a reasonable accommodation.	The transfer options will vary based on the circumstances of the transfer request. The Public Housing Reasonable Accommodation Coordinator ( <b>PHRAC</b> ) will make the determination.
<b>T1</b>	<b>D</b>	Living in an Extremely Underoccupied <sup>(3)</sup> apartment	<b>INTRA</b> -project transfer or <b>INTER</b> -project transfer whether or not on the <b>GUIDE</b> ; or <b>BOROUGH choice.</b>  <i>[Staff may initiate the transfer by filing a Tenant Request for Transfer even if the request is unsigned by the tenant.]</i>

**APPLICATIONS AND TENANCY ADMINISTRATION DEPARTMENT MANUAL**

<b>APPENDIX E – TRANSFER PRIORITIES AND OCCUPANCY STANDARDS FOR FAMILIES</b>			
<b>PRIORITY CODE</b>	<b>TRANSFER TYPE</b>	<b>REASON FOR TRANSFER</b>	<b>TRANSFER OPTIONS</b> <i>(SEE NOTES ON PAGE 7)</i>
<b>T1</b>	<b>F</b>	Living in a building/development for the elderly and is no longer qualified to reside in a building/development for the elderly.	<b>INTRA</b> -project transfer to a general population apartment within the development consolidation, if general population apartment exists; <b>INTER</b> -project transfer out of the development consolidation with <b>GUIDE</b> choice; or <b>BOROUGH</b> choice. <i>[Staff may initiate the transfer by filing a Tenant Request for Transfer even if the request is unsigned by the tenant.]</i>
<b>T2</b>	<b>A</b>	Living in an Underoccupied <sup>(3)</sup> apartment.	<b>INTRA</b> -project transfer; <b>INTER</b> -project transfer whether or not no <b>GUIDE</b> ; or <b>BOROUGH</b> choice.
<b>T2</b>	<b>B</b>	Victim of Domestic Violence (VDV)	<b>BOROUGH</b> choice only (NYCHA will place the family at a location that is <b>NOT</b> near their current residence).
<b>T2</b>	<b>C</b>	Intimidated Victim (IV)/Intimidated Witness (IW)/Child Sexual Victim (CSV)	<b>BOROUGH</b> choice only (NYCHA will place the family at a location that is <b>NOT</b> near their current residence).
<b>T2</b>	<b>G</b>	Victim of a traumatic incident in their development.  The transfer request must be submitted no later than six months after the date of the traumatic incident.	<b>BOROUGH</b> choice only (NYCHA will place the family at a location that is <b>NOT</b> near their current residence).

**APPLICATIONS AND TENANCY ADMINISTRATION DEPARTMENT MANUAL**

<b>APPENDIX E – TRANSFER PRIORITIES AND OCCUPANCY STANDARDS FOR FAMILIES</b>			
<b>PRIORITY CODE</b>	<b>TRANSFER TYPE</b>	<b>REASON FOR TRANSFER</b>	<b>TRANSFER OPTIONS</b> <i>(SEE NOTES ON PAGE 7)</i>
<b>T2</b>	<b>H</b>	Resides in an apartment in which a family member died. The transfer request must be submitted no later than six months after the death.	<b>INTRA</b> -project transfer; <b>INTER</b> -project transfer with <b>GUIDE</b> choice; or <b>BOROUGH</b> choice.
<b>T2</b>	<b>I</b>	Referred by the Administration for Children’s Services (ACS) for the purpose of family unification. The family has child(ren) (natural or adopted) in foster care and needs a larger apartment <sup>(2)</sup> before the child(ren) will be released to the family.	<b>INTRA</b> -project transfer; <b>INTER</b> -project transfer with <b>GUIDE</b> choice; or <b>BOROUGH</b> choice.
<b>T3</b>	<b>A</b>	Living in an Extremely Overcrowded <sup>(3)</sup> apartment.	<b>INTRA</b> -project transfer; <b>INTER</b> -project transfer with <b>GUIDE</b> choice; or <b>BOROUGH</b> choice.
<b>T3</b>	<b>B</b>	Long-term friction between neighbors.	<b>INTRA</b> -project transfer; <b>INTER</b> -project transfer with <b>GUIDE</b> choice; or <b>BOROUGH</b> choice.
<b>T3</b>	<b>H</b>	Willing to provide continuing home aid to a relative in a different development which <b>NO</b> member of the relative's household can provide, and that is not available within sixty minutes travel time from the relative's development.	Tenant cannot choose a development. NYCHA will assign the tenant to a development near the relative whether or not it appears on the <b>GUIDE</b> .
<b>T4</b>	<b>A</b>	Living in an Overcrowded <sup>(3)</sup> apartment.	<b>INTRA</b> -project transfer; <b>INTER</b> -project transfer with <b>GUIDE</b> choice; or <b>BOROUGH</b> choice.

**APPLICATIONS AND TENANCY ADMINISTRATION DEPARTMENT MANUAL**

<b>APPENDIX E – TRANSFER PRIORITIES AND OCCUPANCY STANDARDS FOR FAMILIES</b>			
<b>PRIORITY CODE</b>	<b>TRANSFER TYPE</b>	<b>REASON FOR TRANSFER</b>	<b>TRANSFER OPTIONS</b> <i>(SEE NOTES ON PAGE 7)</i>
<b>T4</b>	<b>B</b>	Required to travel to work more than ninety minutes due to a change in work location.	<b>INTER</b> -project transfer with <b>GUIDE</b> choice; or <b>BOROUGH</b> choice.
<b>T4</b>	<b>C</b>	Living in a general population development and wishes to move to an elderly development/building.	<b>INTRA</b> -project transfer to an elderly population apartment within the development consolidation, if an elderly population apartment exists; <b>INTER</b> -project transfer out of the development consolidation with <b>GUIDE</b> choice; or <b>BOROUGH</b> choice.

## APPLICATIONS AND TENANCY ADMINISTRATION DEPARTMENT MANUAL

APPENDIX E – TRANSFER PRIORITIES AND OCCUPANCY STANDARDS FOR FAMILIES			
PRIORITY CODE	TRANSFER TYPE	REASON FOR TRANSFER	TRANSFER OPTIONS (SEE NOTES ON PAGE 7)

### NOTES

- (1) Requires memorandum from the Borough Property Management director to the Field Liaison Division manager detailing the reason for the transfer request.
- (2) The Guide to Anticipated Vacancies for Tenant Transfers and Guide to Vacancies – Accessible Apartments are updated every two weeks and may be viewed and printed from NYCHA's Public "P" drive.
- (3) See attached **Occupancy Standards**.
- (4) Requires Stipulation of Settlement or Hearing officer decision.

### INFORMATION ABOUT TRANSFERS

- There is **no** minimum time for which a tenant must reside in an apartment before requesting a transfer.
- Within transfers of equal priority the first **INTRA**-project transfer with the oldest certification date is chosen; if there are no **INTRA**-project transfers, then the **INTER**-project transfer with the oldest certification date is chosen.
- Tenants whose previous transfer request was closed will not be considered for a new transfer request within one year of the date of the closed status, unless a new transfer request states a different need for a transfer than the prior request.
- Tenants requesting lower floors will be offered apartments on the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> floors except for T3-K transferees who will be offered apartments on the 1<sup>st</sup> or 2<sup>nd</sup> floor.

### TENANT'S TRANSFER OPTIONS

#### 1. Intra-Project Transfers

Tenants (transferees) eligible to transfer within their development (to non-accessible apartments) are entitled to only **one** apartment offer. If they refuse the apartment offer, the transfer request will be closed unless the tenant demonstrates that a temporary emergency prevents a move at the time of the offer. Property management staff must determine if the proper-sized apartment exists at development before approving transfer request.

## APPLICATIONS AND TENANCY ADMINISTRATION DEPARTMENT MANUAL

APPENDIX E – TRANSFER PRIORITIES AND OCCUPANCY STANDARDS FOR FAMILIES			
PRIORITY CODE	TRANSFER TYPE	REASON FOR TRANSFER	TRANSFER OPTIONS <i>(SEE NOTES ON PAGE 7)</i>

### 2. Inter-Project Transfers

- Tenants (transferees) who are eligible to choose a development from the **GUIDE** or choose a **BOROUGH** shall make their choice at the time they submit their transfer requests.
- Tenants requiring apartments of five bedrooms or more are entitled only to **BOROUGH** choice.
- Tenants (transferees) who refuse all developments then designated as anticipated vacancies on the **GUIDE**, or fail to choose a development, shall have their transfer request closed.
- Tenants (transferees) eligible to choose a **BOROUGH** are entitled to **two** apartment offers.
- Tenants (transferees) eligible to choose a development from the **GUIDE** (non-accessible apartments) are entitled to only **one** apartment offer. If they refuse the apartment, the transfer request will be closed.

### 3. Transfer Requests to Accessible Apartments (Intra or Inter-Project Transfers)

Tenants (transferees) eligible to choose an accessible apartment that are either intra-project or inter-project transfers are entitled to **two** apartment offers.

### **CHANGE OF TENANT'S TRANSFER OPTIONS**

Once a tenant's transfer choice has been certified to a development's waiting list, the tenant may **NOT** change his/her development choice unless:

- There are changed circumstances or a request for a reasonable accommodation requiring a location change; or
- The tenant's name is on a development waiting list for an accessible apartment, but currently there are no available accessible apartments at that development. The tenant may choose a new development choice from the **Guide to Vacancies – Accessible Apartments**; or
- The tenant's name has been on the development waiting list for a regular apartment for more than **two** years without an apartment offer, and the new development choice is consistent with the reason for transfer.



**NYCHA OCCUPANCY STANDARDS FOR FAMILIES**

Number of Rooms	Number of Bedrooms	Standard Occupancy (Number of People)	Overcrowded (Number of People)	Extremely Overcrowded (Number of People)	Underoccupied (Number of People)	Extremely Underoccupied (Number of People)
2	0	1 <sup>1*</sup>	2 <sup>1</sup>	2 <sup>2</sup> , 3, or more	—	—
3	1	2 <sup>1</sup>	2 <sup>2</sup> , 3, or 4	4X, 5, or more	—	—
4	2	2 <sup>2</sup> , 3, or 4	4X, 5, or 6	7 or more	1, 2 <sup>1</sup>	—
5	3	4X or 5	6, 7, or 8	9 or more	2 <sup>2</sup> , 3, or fewer	1 or 2 <sup>1</sup>
6	4	6, 7, or 8	9 or 10	11 or more	4X or 5	4 or fewer
7	5	9 or 10	11 or 12	13 or more	8	7 or fewer
8	6	11 or 12	13 or 14	15 or more	9 or 10	8 or fewer
9	7	13 or 14	15 or 16	17 or more	11 or 12	10 or fewer
10	8	15 or 16	17 or 18	19 or more	13 or 14	12 or fewer
11	9	17 or 18	19 or 20	21 or more	15 or 16	14 or fewer

**1<sup>1</sup> \*NOTES:**

One person elderly family who is selecting an elderly development may select either a studio or one-bedroom apartment.

One person elderly family who is selecting a general population development can only select a studio apartment.

One person family who is selecting from the **Guide to Vacancies – Accessible Apartments** may select either a studio or one-bedroom apartment.

A one person tenant family currently residing in a studio apartment will not be offered a one-bedroom apartment except where the transfer request is to an elderly development, or to an accessible apartment.

**2<sup>1</sup>** Married couple, two persons registered as domestic partners, or a single adult with a child less than six years of age.

**2<sup>2</sup>** Two adults who are neither married nor registered as domestic partners or a single adult with a child of six years of age or more.

**4X FAMILY:**

- a. Married couple or couple registered as domestic partners, with other family members being one male and one female who are neither married nor registered as domestic partners.
- b. Three females, one male (e.g., mother, two daughters, one son; father with three daughters).
- c. Three males, one female (e.g., mother with three sons; father, two sons, one daughter).