

Documentation of Unit Transfer

Name of Household: _____

Date of Unit Transfer: _____

Transferring from BIN: MS- _____ Transferring to BIN: MS- _____

Transferring from Unit #: _____ Rent Amount: \$ _____

Transferring to Unit #: _____ New Rent Amount \$ _____

Last (Re)Certification Date: _____ Annual Income: \$ _____

Next (Re)Certification Date: _____

Compliance status of transferring household at time of transfer (check one):

- ☐ Not a Section 42 household (market rate unit)
- ☐ First Section 42 household to qualify unit after Placed in Service (month ____ to ____)
- ☐ Section 42 household (qualified tax credit unit)
- ☐ Section 42 household (qualified tax credit unit subject to the Available Unit Rule) with recertified income over 140%. If transferring to a *different* building, the newly occupied unit will be considered non-qualifying, or a market rate unit.

Compliance status of vacant unit at time of transfer (check one):

- ☐ Not a Section 42 household (market rate unit)
- ☐ Qualified vacant unit (Section 42 household was previous occupant)
- ☐ Designated Section 42 unit never occupied by qualified household (month from ____ to ____)

Remember: Units "swap" status when the household lease is transferred. Since a household can qualify only one unit for Section 42 status, it is important to note carefully transfers between units where at least one of the units has never been occupied by a qualified household. If a household with recertified income that exceeds 140% of the applicable income limit transfers to a new unit a different building, the newly occupied unit is considered a market unit.

Place a completed copy of this form in each respective unit file.

Notes: _____

Manager Signature: _____

Date: _____

Print name: _____

Title: _____

Telephone Number: _____