



## TENANT TRANSFER POLICY

From time to time, the Executive Director receives requests from tenants of the Housing Authority of the City of Pekin to be transferred from one dwelling unit to another and whereas the Board of Commissioners have determined that it is in the best interest of the residents of the Housing Authority of the City of Pekin to adopt a transfer policy which may be amended at any time by the Board of Commissioners.

The Housing Authority of the City of Pekin may grant a transfer of dwelling unit to any tenant who has maintained a residence at the Pekin Housing Authority for a period of at least eighteen (18) months prior to making his/her written transfer request to the board for approval. The transfer shall be approved only for good cause shown, which shall be determined by the Executive Director on a non-discriminatory basis. In cases of emergency or in the case of a request based on a tenant/resident's handicap or illness, a transfer may be granted immediately, wherein the eighteen (18) month requirement is waived.

Except in cases of emergency, a tenant shall not be allowed to transfer more than once every eighteen (18) months.

The board may also waive the eighteen (18) month requirement where, in an effort to rent a dwelling space, the Executive Director has recommended that a transfer be promised as an inducement for a tenant to move into the Housing Authority of the City of Pekin property.