



1823 Harney Street
Omaha, NE 68102
(402) 444-6900

Property Name: _____
Unit Number: _____

PUBLIC HOUSING TRANSFER REQUEST

In order to qualify for a transfer, you must meet the following requirements: have been a resident in the current unit for at least one (1) year, have not engaged in criminal activity that threatens the health and safety of residents and staff, do not owe back rent, other charges, or have a pattern of late payment, have no housekeeping lease violations or history of damaging property, do not have a current bed-bug/roach infestation, and can get utilities turned on in the name of the head of household (applicable only to properties with tenant-paid utilities). Return completed forms with any needed documentation to your Property Manager.

Resident Name: _____

Address and Apartment #: _____

I am currently residing in a _____ bedroom unit and I need a _____ bedroom.

Reason for the request (Supporting documentation may be required.):

Tenants transferring due to a tenant requested reason, that does not qualify as high priority, will be responsible for paying a transfer fee **prior** to transfer. Fees are listed below:

- \$350 studio
- \$400 1 bedroom
- \$500 2 bedroom
- \$650 3 bedroom
- \$750 4 bedroom+

Please complete the accompanying Property Selection Form to identify your preferred property locations.

Head of Household's Signature

Phone #

Transfer request for serious/life-threatening reasons as well as threats of physical harm or criminal activity are processed as high priority requests. All other requests are processed as regular priority when units are available.

FOR OFFICE USE ONLY

Date Received _____ Time Received _____ Received by: _____

Name _____ Address _____ Property/ Unit # _____

Bedroom size eligible for _____

Type of Transfer:

- 1. Emergency – Maintenance/VAWA
- 2. Resident request – Medical/Criminal/RA
- 3. Required – Demo/Disposition
- 4. Required – Make accessible unit available
- 5. Required – over-crowded
- 6. Required – over-housed
- 7. Resident request – all other tenant requested

Documentation Attached:

____ Police Report ____ Incident Report ____ VAWA ____ RA ____ Family Review (Pg 1) ____ Work/School Records

I certify that the tenant is in good standing and meets all eligibility criteria listed above and that supporting documentation for the request is attached, if needed.

I have discussed the transfer fees with the tenant.

Comments: _____

Property Management Signature: _____ Date: _____

Original transfer request and property selection form stays in file and scan/send a copy to the leasing coordinator.