



Sample Unit Transfer Request Form

Note: A Unit Transfer Request form should be used when a tenant needs to move from one unit to another as an accommodation due to disability or family size. All reasonable accommodation policies and forms should be reviewed by legal counsel prior to implementation.

Name of Tenant: _____

Current Unit/Address: _____

Date of Application for Transfer: _____

Is this transfer for medical reasons? _____. If yes, provide medical documentation.

Is this transfer due to changes in household size? _____.

If yes, describe changes:

Specific Reason/Need for Transfer:

Please specify your unit requirement? Please be as specific as possible regarding unit type, size, and location necessary to accommodate your request:

Tenant's Signature: _____

Building Manager's Sign-off: _____

Building Manager's Comments/Plan for Accommodation:

Cc: Support Services
Tenant File

Note: This document is included within the *Housing Operations* section of CSH's *Toolkit for Developing and Operating Supportive Housing*, which is available at www.csh.org/toolkit2. This document has been adapted from CSH's *Supportive Housing Property Management Operations Manual*, which is available at www.csh.org/publications.