

# RHAF Company, LLC

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March 12, 2013

I, \_\_\_\_\_ confirm the RHAF Company, LLC Transfer Policy has been explained to me in detail. My signature herein confirms my of acceptance of a \_\_\_\_\_ bedroom apartment, with the understanding that I will not be able to transfer to a larger unit at a later date unless I meet the guidelines for a reasonable accommodation and RHAF Company's Tenant Selection Plan, which states thus:

Transfer may be considered for the following reasons:

504/ADA requirements assure persons that in accordance with Section 504, RHAF Company, LLC will make reasonable accommodations for individuals with disabilities/handicaps (applicants or residents.) Such accommodations may include changes in the method of administering policies, procedures, or services. In addition the property may perform modifications to housing and common areas on site where such modifications would be necessary to afford full access to the housing program for qualified individuals with disabilities. For further information, please reference the Reasonable Accommodation Section.

When a household no longer meets site occupancy standards for its unit because of overcrowding or under-usage, the owner/agent will ask the household to transfer to an appropriately sized unit if:

- A. an appropriately sized unit becomes available
- B. owner/agent has received applications for units of the size the household currently occupies

C. the household is not planning to move out within the next three (3) months

[Households refusing to transfer under the familial status circumstances will lose their housing assistance, and will be required to pay the market rent for their current unit.]



Transfers for other reasons: **The owner/agent will not permit tenants to transfer to another unit for any reason other than described above.**

Please refer to the enclosed Grievance Procedure Policy to appeal this matter.

\_\_\_\_\_  
Applicant/Tenant (please print)

\_\_\_\_\_  
Management Representative (please print)

\_\_\_\_\_  
Applicant /Tenant Signature

\_\_\_\_\_  
Management Signature

**\* FOR MANAGEMENT USE ONLY \***

No. of family members of accepted unit & family composition:

\_\_\_\_\_

Apt. # \_\_\_\_\_

Apt. size accepted \_\_\_\_\_

