

**NEW YORK CITY HOUSING AUTHORITY  
LEASED HOUSING (SECTION 8)**

**TENANT TRANSFERS**

In order to be considered eligible to receive a Section 8 transfer voucher you must be a tenant in good standing with both NYCHA and your current landlord (ex. you cannot be facing termination of your tenancy for failure to recertify or allow inspection, and you must be current in paying your portion of rent). All transfer requests must be made by completing a **Request for Transfer** by the tenant of record and mailing or submitting it, **with all required documents needed for transfer type**, to the one of NYCHA's Customer Contact Centers for review and approval by the Leased Housing Department. To obtain a Transfer Request form: Call the NYCHA Call Center at 718-707-7771 or visit any of NYCHA's three Customer Contact Center locations:

<b>Bronx/Manhattan</b>	<b>Brooklyn/Staten Island</b>
478 E Fordham Road, 2nd Floor	787 Atlantic Avenue, 2nd Floor

Your request for transfer will be designated as one of the following transfer types:

1. Emergency - see chart below for description of emergency reasons and documents required to qualify as an emergency
2. Non-emergency - have not transferred within the past 12 months and have informed the landlord in writing of their intent to transfer.
3. Portability - this transfer allows you to move outside the 5 boroughs to any jurisdiction that manages a Section 8 Program. You must provide contact information for porting agency.

**IMPORTANT:** If you are seeking to remove or add someone to your household, you must submit all documentation such as birth certificate, social security card, proof of income or proof of removal - lease, utility bills, driver's license, etc. before or when you submit your transfer request. Any additions or removals must be processed before your request for transfer can be reviewed.

EMERGENCY REASONS	DESCRIPTION	LEASE RELEASE NEEDED?	DOCUMENTS REQUIRED
<b>24 Hour Life Threatening HQS (Gas Leak, Building Structural Damage, Sparkling Exposed)</b>	Owner failed to complete repairs within 24 hours of the inspection date and unit remains in unrepaired status. NOTE: Continue to pay your portion of rent. IMPT: If the apartment failed due to a tenant-caused condition or because you did not allow access for inspection or repairs, you may be subject to termination of tenancy.	No	None
<b>Court Action by Landlord to Regain Possession of Apt or Foreclosure of Property</b>	The owner has given tenant a notice to vacate, or has commenced court action for eviction, or has obtained a court judgment or other process to regain possession of apartment, or tenant has been advised or has become aware that property is in foreclosure and the bank or receiver wants you to move. IMPORTANT: If the owner's legal process is granted because tenant failed to abide by the lease or family obligations under the voucher (ex. failed to pay rent share or committed serious offense), request may be denied and tenant may face termination of subsidy	No	Copies of court notices, warrants, stipulations, and/or eviction notices
<b>Reasonable Accommodation</b>	Tenant or household member qualifies as disabled, and the disability requires a change in housing	Tenant must inform the landlord in writing of their intent to transfer.	Reasonable Accommodation form & Medical letter stating the reason to transfer (letter from health provider)
<b>Victim of Domestic Violence</b>	Suffers or suffered serious or repeated abuse from a family member or person with whom you had, or continue to have, an intimate relationship and, as a result of that abuse, has suffered actual physical injury or the threat of injury and will continue to suffer by continuing to live in current residence	Tenant must inform the landlord in writing of their intent to transfer.	See Document Requirements for Emergency Transfer Categories
<b>Intimidated Victim, Intimidated Witness or Child Sexual Victim</b>	Tenant is a) the victim of a violent crime or the threat of a violent crime and such crime was committed in a non-random manner as a result of a relationship between the victim and the perpetrator, and tenant has suffered actual physical injury or threat of injury against himself or immediate family and will continue to suffer by continuing to live in current residence or b) person cooperates with a law enforcement agency in the arrest and prosecution of an individual who committed a crime and then suffered actual physical injury or threat of injury against himself or family or c) child victim of a sexual crime	Tenant must inform the landlord in writing of their intent to transfer.	See Document Requirements for Emergency Transfer Categories
<b>Fire</b>	Apartment is uninhabitable due to a fire.	No	Fire Report from NYFD, Red Cross letter or an Order to Vacate from the NYC Buildings Department or HPD



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<b>Natural Disaster</b>	Apartment is inhabitable due to a Hurricane, Earth Quake, Tornado etc...	No	Documentation from FEMA, Red Cross letter or an Order to Vacate from the NYC Buildings Department or HPD
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**DOCUMENT REQUIREMENTS FOR EMERGENCY TRANSFER CATEGORIES (VDV, IV, CSV AND IW)**  
 Minimum of one document from each category (A, B, & C) is required, unless otherwise specified

CATEGORY A: PRIMARY DOCUMENTATION	CATEGORY B: SECONDARY DOCUMENTATION	CATEGORY C: ADVOCACY ASSESSMENT
<b>VICTIMS OF DOMESTIC VIOLENCE</b>		
<p><b>1- Criminal Order of Protection (OOP):</b> Must be current at time when request is submitted. If Order indicates a serious felony, category B is not required <b>OR</b></p> <p><b>2- Police Report (complaint 61)</b> or Domestic Incident Report (DIR) for a criminal offense (within 6 months of transfer request). If document indicates a serious felony, category B is not required <b>OR</b></p> <p><b>3- Current Family Order of Protection</b> at time of request <b>OR</b></p> <p><b>4- Hospital In-Patient Admission Letter</b> resulting from Assault (within 6 months of transfer request <b>OR</b></p> <p><b>5- Court Dispute Referral Center Letter:</b> Must indicate domestic violence exists, describing situation, give a justifiable reason why no OOP was issued, and advocate for relocation of family. Incident must have occurred within 6 months of transfer request.</p>	<p><b>1- Additional Police Report (Complaint 61) OR Domestic Incident Report (DIR)</b> for Criminal Offense. Must name same perpetrator or associates as document in Category A, but must be for a different incident. Incident must have occurred within 12 months of transfer request <b>OR</b></p> <p><b>2- Order of Protection (OOP) from Criminal Court OR Family Court</b> for other incident not indicated in Category A. Must name same perpetrator or associates as document in Category A, but must be for a different incident. OOP may be expired and incident must have occurred within 12 months of transfer request <b>OR</b></p> <p><b>3- Hospital Admission Letter or Medical Records/Discharge Papers</b> documenting a domestic violence related injury other than the incident indicated in Category A. Must name same perpetrator or associates as document in Category A, but must be for a different incident.</p>	<p><b>1- Advocacy Letter from Safe Horizon, Family Justice Center or other Certified Social Service Provider.</b> Must be dated within 60 days of transfer request <b>OR</b></p> <p><b>2- Advocacy Letter from Administration for Children's Services.</b> Must be dated w/in 60 days of transfer request <b>OR</b></p> <p><b>3- Advocacy Letter from Mental Health Provider.</b> Must be dated within 60 days of transfer request <b>OR</b></p> <p><b>4- Advocacy Letter from District Attorney/US Attorney's Office.</b> Must be dated within 60 days of transfer request <b>(Not Acceptable if DA's Letter was used for Category A) OR</b></p> <p><b>5- Advocacy Letter from Human Resources Administration (HRA).</b> Must be dated within 60 days of transfer request</p>
<b>INTIMIDATED VICTIMS</b>		
<p><b>1- Order of Protection (OOP):</b> Criminal Court OOP documenting a criminal offense of physical violence or threat of violence against victim. OOP must be current &amp; valid at time of request <b>OR</b></p> <p><b>2- Police Report (Complaint 61)</b> - documenting a criminal offense of physical violence or threat of violence. Incident must be no older than 6 months prior to request date.</p>	<p><b>Police Report (Complaint 61)</b> documenting a criminal offense of physical violence or threat of violence or pattern of intimidation against victim. Incident must be no older than 6 months prior to the transfer request. Must name same perpetrator or associates as document in Category A, but must be for a different incident.</p>	<p><b>1- Advocacy Letter from Safe Horizon OR</b></p> <p><b>2- Advocacy Letter from either the NY District Attorney or US Attorney's Office</b></p>
<b>INTIMIDATED WITNESSES</b>		
<p><b>Letter from either the NY District Attorney or US Attorney's Office</b> (or NYC Corporation Counsel's Office if perpetrator is a minor) attesting to the commission of the crime and documenting the victim's cooperation in the arrest &amp; prosecution of the perpetrator of the crime. The letter must specify that: Tenant or immediate family member suffered or was threatened with physical injury as a result of cooperation; that the perpetrator and/or or associates know where witness lives &amp; the witness will continue to suffer if family remains in current residence</p>	<p>None</p>	<p><b>Advocacy Letter from either the NY District Attorney or US Attorney's Office</b></p> <p>Note: One NY District Attorney or US Attorney's letter is acceptable as long as it addresses all the issues from each Category (A &amp; C)</p>
<b>CHILD SEXUAL VICTIMS</b>		
<p><b>1- Criminal or Family Court Order of Protection:</b> documenting any of the CSV Criminal Offenses against victim. Incident must be no older than 12 months prior to request date <b>OR</b></p> <p><b>2- Police Report (Complaint 61) or Police Domestic Incident Report (DIR):</b> documenting any of the CSV Criminal Offenses against victim. Incident must be no older than 12 months prior to request date</p>	<p>None</p>	<p><b>1- Advocacy Letter from Safe Horizon OR</b></p> <p><b>2- Advocacy Letter from either the NY District Attorney or US Attorney's Office</b></p>

