

NEW YORK CITY HOUSING AUTHORITY
LEASED HOUSING DEPARTMENT
P.O. BOX 19199
LONG ISLAND CITY, NY 11101-9199
CUSTOMER CONTACT CENTER (718) 707-7771

TENANT TRANSFER FACT SHEET

In order to be considered eligible to receive a New York City Housing Authority (NYCHA) Section 8 Transfer Voucher, you must be a Tenant in good standing with both NYCHA and your current owner (i.e., you cannot be facing termination of your Tenancy for failure to recertify or allow the inspection of your unit and you must be current in paying your portion of rent).

All Transfer Requests must be made by the Head of Household either online at <https://selfserve.nycha.info> or by submitting NYCHA Form 059.004, Request for Transfer to the P. O. Box address listed above. To obtain a Transfer Request form please visit the NYCHA online portal at <https://selfserve.nycha.info> or contact the Customer Contact Center at (718) 707-7771.

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

- 1. Voluntary Transfer** – You have not transferred within the past ten (10) months and have informed the Owner, in writing, of your intent to transfer.
- 2. Emergency Transfer** – Please refer to the chart below for descriptions of emergency reasons and the documents that are required to qualify as an emergency transfer.

IMPORTANT: If you are seeking to ADD someone to your household, you must submit all required documentation, i.e., birth certificate, social security card, proof of income, etc., before or when you submit your Transfer Request. Any additions or removals to your household must be processed before your request for transfer can be viewed.

EMERGENCY REASONS	DESCRIPTION	LEASE RELEASE NEEDED?	DOCUMENTS REQUIRED
24 Hour Life-Threatening HQS: Gas Leak, Structural Building Damage, Sparking, Exposed Wiring	Owner failed to complete the repairs with 24 hours of the inspection date and the unit remains in an unrepaired status. NOTE: Continue to pay your portion of rent. IMPORTANT: 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
Fire	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
Natural Disaster	Apartment is uninhabitable 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
Victim of Domestic Violence	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 owner in writing of their intent to transfer.	See Document Requirements for Emergency Transfer Categories
Intimidated Victim or Intimidated Witness or Child Sexual Victim	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 owner in writing of their intent to transfer.	See Document Requirements for Emergency Transfer Categories
Court Action by Owner: Regain Possession of the Unit or Foreclosure of the Property	The owner has given the 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 the 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 (i.e., failed to pay rent share or committed serious offense), the request may be denied and Tenant may face termination of subsidy.	No	Copies of: - Court Notices - Warrants - Stipulations - Eviction notices
Reasonable Accommodation	Tenant or household member qualifies as disabled, and the disability requires a change in housing.	Tenant must inform the owner, in writing, of their intent to transfer.	Reasonable Accommodation Form & Medical Letter stating the reason to Transfer (letter from health provider)



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
VICTIMS OF DOMESTIC VIOLENCE		
<p>1- Criminal Order of Protection (OOP): Must be current at time when request is submitted. If Order indicates a serious felony, category B is not required OR</p> <p>2- Police Report (complaint 61) 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 OR</p> <p>3- Current Family Order of Protection at time of request OR</p> <p>4- Hospital In-Patient Admission Letter resulting from Assault (within 6 months of transfer request OR</p> <p>5- Court Dispute Referral Center Letter: 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>1- Additional Police Report (Complaint 61) OR Domestic Incident Report (DIR) 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 OR</p> <p>2- Order of Protection (OOP) from Criminal Court OR Family Court 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 OR</p> <p>3- Hospital Admission Letter or Medical Records/Discharge Papers 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>1- Advocacy Letter from Safe Horizon, Family Justice Center or other Certified Social Service Provider. Must be dated within 60 days of transfer request OR</p> <p>2- Advocacy Letter from Administration for Children’s Services. Must be dated within 60 days of transfer request OR</p> <p>3- Advocacy Letter from Mental Health Provider. Must be dated within 60 days of transfer request OR</p> <p>4- Advocacy Letter from District Attorney/US Attorney’s Office. Must be dated within 60 days of transfer request (Not Acceptable if DA’s Letter was used for Category A) OR</p> <p>5- Advocacy Letter from Human Resources Administration (HRA). Must be dated within 60 days of transfer request.</p>
INTIMIDATED VICTIMS		
<p>1- Order of Protection (OOP): Criminal Court OOP documenting a criminal offense of physical violence or threat of violence against victim. OOP must be current & valid at time of request OR</p> <p>2- Police Report (Complaint 61) - 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><u>Police Report (Complaint 61)</u> 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 the same perpetrator or associates as document in Category A, but must be for a different incident.</p>	<p>1- Advocacy Letter from Safe Horizon OR</p> <p>2- Advocacy Letter from either the NY District Attorney or US Attorney’s Office</p>
INTIMIDATED WITNESSES		
<p>Letter from either the NY District Attorney or US Attorney’s Office (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 & 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 associates know where the witness lives and the witness will continue to suffer if family remains in current residence.</p>	<p>None</p>	<p>Advocacy Letter from either the NY District Attorney or US Attorney’s Office</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 & C)</p>
CHILD SEXUAL VICTIMS		
<p>1- Criminal or Family Court Order of Protection: documenting any of the CSV Criminal Offenses against the victim. Incident must be no older than 12 months prior to request date OR</p> <p>2- Police Report (Complaint 61) or Police Domestic Incident Report (DIR): 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>1- Advocacy Letter from Safe Horizon OR</p> <p>2- Advocacy Letter from either the NY District Attorney or US Attorney’s Office</p>

