



Village of Nyack Housing Authority

OCCUPANCY AND TRANSFER GUIDELINES

Initial occupancy:

After the family is deemed to meet the income guidelines the Executive Director will consider "standards of desirability" (shall mean the absence of any conditions or characteristics which may imperil the health, safety or morals of the other tenants, or may present a source of danger to the property or to the peaceful occupation of the other tenants). The following should be considered for occupancy and transferring:

1. Family can not owe NHA any money.
2. If lived in Section 8 or Public housing previously and left in bad standing
 - a. Eviction
 - b. Damages
 - c. Etc.
3. Must live in Village of Nyack and be able to verify address with third party verification to include an affidavit signed and notarized by the landlord of the property – affidavit must meet NHA standards
4. If family has Section 8 Voucher effect of the move should be considered
5. If family's income is unable to cover the base rent for required apartment size
6. Cleanliness of current apartment
7. Completion of a successful home visit
8. Verbal or Physical abuse to personnel/staff of NHA
9. Criminal Background Check
10. Landlord search

Transfers:

Every request must be in writing with reason family is requesting to be transferred. The request will be presented to the Executive Director for approval, once the Executive Director approves a transfer. The family will be put on the appropriate waiting list in the order of their initial lease date. The following should be considered when transferring:

1. The family should be in good standing for at least 10 months
2. Cleanliness and condition of their current apartment should be considered
3. The family size, over or under housed
4. Tenants should not be able to transfer to the same size unit, unless there is a doctor request that states they need to be moved to ground level apartment
5. All families that are approved will have to increase their security to the appropriate amount and pay for any damages to their current unit before being able to move into another apartment
6. Income should be considered if they are unable to afford to pay the base rent of the larger apartment