

What if the Housing Authority Denies my Transfer Request?

If the SFHA denies your request, or does not place you on the Priority Transfer list, you have the right to appeal the decision within 15 days of receiving the letter of denial by requesting an informal settlement.

If you believe the settlement decision is unfair, you should then request a formal hearing as soon as possible.

What if the Unit Offered Is not a Good Alternative?

Once the SFHA has a unit available for you, they will contact you in writing to notify you. You have the right to refuse the unit, but only if you can show there is "good cause" for doing so. You must be able to verify your reasons and show the SFHA documentation.

If you reject a unit offer but you have not made a case for why it is unacceptable, you will be dropped from the transfer waiting list. Be careful. There are only specific reasons that will be considered "good cause" by the SFHA. You must provide documentation showing that your reasons for rejecting the housing meet these specific grounds, such as letters from police officials, social service providers, community agencies, medical professionals, etc.

" Good cause" includes :

- The unit is the wrong size or type
- Too far from job, school, or job training programs
- Lead paint in the unit (if you have small children)
- A family members life, health or safety will be in jeopardy if the unit is accepted
- The unit offered does not meet the needs of a tenant with disabilities

Good Cause includes:

- The unit is the wrong size or type
- The unit is too far from your work, school, job training or child care
- The unit does not meet the needs of a disabled member of the household
- The unit is not in a safe location for a member(s) of the household
- The unit has lead paint and you have small children

If the SFHA agrees that you have good cause, your name will go back on the waiting list for another unit

If it is determined that you have rejected the unit without good cause, you will receive a letter stating so. You cannot apply for another transfer for 12 months from the date of the transfer offer.

You may request a grievance hearing to appeal the decision.

SFHA Eligibility Department #

241-1017

Public Housing Residents: A Guide to Transfers



427 South Van Ness
SAN FRANCISCO, CA 94103
415-703-8634
WWW.HRCSF.ORG

TENANTS RIGHTS COUNSELING:
MONDAY-THURSDAY, 1-5PM
415-703-8644

**PUBLIC HOUSING RENTER'S
RIGHTS
HOTLINE:**
415-354-6353

How do I Request a Priority Transfer?

If you are in public housing and you face immediate danger or have serious health problems that require you move quickly within San Francisco's public housing developments, (The Housing Authority currently has no Section 8 vouchers,) you must follow a certain procedure.

The first step is filling out the application for a transfer at the Property Manager's office at your development. The transfer application asks you to state where you are able/willing to go. If there are other SFHA buildings that are unsafe for the same reasons and so would be unacceptable to move to, you should state which ones and why as well.

Complete the application and provide any additional documentation that supports your request for a transfer). Have the application time stamped and keep a copy for your own records.

Follow up with the property office to make sure that they actually forward the transfer application to the District Manager. You should check with the property office a few days after submitting your application.

The Housing Authority must respond to your request in writing within 14 business days notifying you of their decision, what type of transfer you have been granted and your number on the wait list. If you have not heard within 14 business days, you should contact Amanda Vernon at

241-1081. If the SFHA still does not respond or provide you with any further information, request an Informal Settlement. (see "Grievance Hearing" brochure for additional information)

How do I Qualify for a Priority Transfer?

To get a Priority Transfer, you must be able to provide evidence of "the immediate existence of a life threatening condition".

You will need to make a good case for why you need to move immediately and you must provide documentation to support it, in addition to your written statement explaining why you are in danger and need to move immediately.

Examples of documentation include:

- Police Reports of incidents
- Letters from service providers knowledgeable of your circumstances
- Doctor's letters outlining the necessity of your family's transfer
- Medical reports
- Restraining orders
- Letter's from law enforcement agencies supporting the necessity of a transfer for your family.

The SFHA offers priority transfers only for the following reasons:

- Witness assistance
- Victim of domestic violence, stalking, sexual violence, dating violence, or elder abuse
- Victim of a hate crime or hate incident
- Victim of violent crime and a law enforcement agency recommends re-housing the family
- Medical and disability (You must complete the "Reasonable Accommodation Packet" for this type of priority transfer):
 - The unit is unsuitable because of an undue medical hardship which is expected to be long standing
 - The transfer would accommodate a family's need to be close to another family member with a serious medical condition
 - One or more family members has a mobility or other impairment that makes the person unable to use critical elements of the apartment.
 - Elderly and/or disabled resident residing in family-designated developments who wish to transfer to a senior/disabled building