<table>
<thead>
<tr>
<th>PRIORITY CODE</th>
<th>TRANSFER TYPE</th>
<th>REASON FOR TRANSFER</th>
<th>TRANSFER OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>T0</td>
<td>A</td>
<td>Apartment uninhabitable (e.g., fire, flood). (^{(1)})</td>
<td>Tenant cannot choose a development. NYCHA will assign the tenant to the first available proper sized vacancy in the current development, unless no proper sized apartment exists in the current development.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>In this case, NYCHA will assign the tenant to a proper sized apartment in a neighboring development.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Staff may initiate the transfer by filing a Tenant Request for Transfer even if the request is unsigned by the tenant.]</td>
</tr>
<tr>
<td>T0</td>
<td>C</td>
<td>Displaced due to development renovation and the tenant wishes to return.</td>
<td>ORIGINAL development only. The tenant may request to return to the apartment from which he/she was displaced only if the apartment is the proper size for the family.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The tenant must file a transfer request to return before the renovation is completed. (^{(1)})</td>
<td>ario development only. The tenant may request to return to the apartment from which he/she was displaced only if the apartment is the proper size for the family.</td>
</tr>
<tr>
<td>T0</td>
<td>D</td>
<td>Displaced for development renovation, development use, or the requirements of a special purpose program such as MHOP (Multifamily Home Ownership). (^{(1)})</td>
<td>INTRA-project transfer; INTER-project transfer with choice from the Guide to Anticipated Vacancies for Tenant Transfers (GUIDE)(^{(2)}), or BOROUGH choice.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Staff may initiate the transfer by filing a Tenant Request for Transfer even if the request is unsigned by the tenant.]</td>
</tr>
<tr>
<td>T0</td>
<td>E</td>
<td>Tenant’s apartment is Underoccupied (^{(3)}) or soon to be Underoccupied and tenant is required to move as a result of Termination of Tenancy proceeding. (^{(4)})</td>
<td>INTRA-project transfer; INTER-project transfer with GUIDE choice; or BOROUGH choice.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Staff may initiate the transfer by filing a Tenant Request for Transfer even if the request is unsigned by the tenant.]</td>
</tr>
</tbody>
</table>
## APPLICATIONS AND TENANCY ADMINISTRATION DEPARTMENT MANUAL

### APPENDIX E – TRANSFER PRIORITIES AND OCCUPANCY STANDARDS FOR FAMILIES

<table>
<thead>
<tr>
<th>PRIORITY CODE</th>
<th>TRANSFER TYPE</th>
<th>REASON FOR TRANSFER</th>
<th>TRANSFER OPTIONS (SEE NOTES ON PAGE 7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>T0</td>
<td>G</td>
<td>Needs continuing health/medical care with a specific health care provider or facility and travel time is more than sixty minutes from the current development.</td>
<td>Tenant cannot choose a development. NYCHA will assign tenant to a development near the facility/physician/provider whether or not it appears on the GUIDE.</td>
</tr>
<tr>
<td>T0</td>
<td>H</td>
<td>Needs continuing home health care, which NO household member can provide, and that is not available within sixty minutes travel time from the current development. <strong>NOTE:</strong> This category is not only for the elderly who need care.</td>
<td>Tenant cannot choose a development. NYCHA will assign the tenant to a development near the relative whether or not it appears on the GUIDE.</td>
</tr>
<tr>
<td>T0</td>
<td>I</td>
<td>In need of an extra bedroom to accommodate a person with a medical condition that requires the use of a hospital bed or accommodates the mental condition of a family member.</td>
<td><strong>INTRA</strong>-project transfer; <strong>INTER</strong>-project transfer with GUIDE choice; or <strong>BOROUGH</strong> choice.</td>
</tr>
<tr>
<td>T0</td>
<td>J</td>
<td>Disabled in a non-elevator building and wants an apartment in an elevator building on any floor.</td>
<td><strong>INTRA</strong>-project transfer to an apartment in any elevator building, if a proper size apartment exists, or <strong>INTER</strong>-project transfer with GUIDE; or <strong>BOROUGH</strong> choice to an elevator building.</td>
</tr>
<tr>
<td>T0</td>
<td>K</td>
<td>Disabled and wants an apartment on the 1st or 2nd floor in a building with or without an elevator.</td>
<td><strong>INTRA</strong>-project transfer to a 1st or 2nd floor apartment in an elevator building or a non-elevator building; or <strong>INTER</strong>-project transfer with <strong>BOROUGH</strong> choice only to a 1st or 2nd floor apartment in an elevator building or a non-elevator building.</td>
</tr>
<tr>
<td>PRIORITY CODE</td>
<td>TRANSFER TYPE</td>
<td>REASON FOR TRANSFER</td>
<td>TRANSFER OPTIONS</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
<td>--------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>T0</td>
<td>L</td>
<td>Qualifies for, and requests an accessible apartment.</td>
<td><strong>INTRA</strong>-project transfer if a proper-sized accessible apartment exists; <strong>INTER</strong>-project transfer with choice from the <em>Guide to Vacancies-Accessible Apartments</em> (^{(2)}); or <strong>BOROUGH</strong> choice.</td>
</tr>
<tr>
<td>T0</td>
<td>M</td>
<td>Disabled and requests a reasonable accommodation.</td>
<td>The transfer options will vary based on the circumstances of the transfer request. The Public Housing Reasonable Accommodation Coordinator (PHRAC) will make the determination.</td>
</tr>
</tbody>
</table>
| T1           | D           | Living in an Extremely Underoccupied \(^{(3)}\) apartment | **INTRA**-project transfer or **INTER**-project transfer whether or not on the **GUIDE**; or **BOROUGH** choice.  
*Staff may initiate the transfer by filing a Tenant Request for Transfer even if the request is unsigned by the tenant.* |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>T1</td>
<td>F</td>
<td>Living in a building/development for the elderly and is no longer qualified to reside in a building/development for the elderly.</td>
<td>INTRA-project transfer to a general population apartment within the development consolidation, if general population apartment exists; INTER-project transfer out of the development consolidation with GUIDE choice; or BOROUGH choice.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Staff may initiate the transfer by filing a Tenant Request for Transfer even if the request is unsigned by the tenant.]</td>
</tr>
<tr>
<td>T2</td>
<td>A</td>
<td>Living in an Underoccupied(^3) apartment.</td>
<td>INTRA-project transfer; INTER-project transfer whether or not no GUIDE; or BOROUGH choice.</td>
</tr>
<tr>
<td>T2</td>
<td>B</td>
<td>Victim of Domestic Violence (VDV)</td>
<td>BOROUGH choice only (NYCHA will place the family at a location that is NOT near their current residence).</td>
</tr>
<tr>
<td>T2</td>
<td>C</td>
<td>Intimidated Victim (IV)/Intimidated Witness (IW)/Child Sexual Victim (CSV)</td>
<td>BOROUGH choice only (NYCHA will place the family at a location that is NOT near their current residence).</td>
</tr>
<tr>
<td>T2</td>
<td>G</td>
<td>Victim of a traumatic incident in their development. The transfer request must be submitted no later than six months after the date of the traumatic incident.</td>
<td>BOROUGH choice only (NYCHA will place the family at a location that is NOT near their current residence).</td>
</tr>
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<td>TRANSFER OPTIONS (SEE NOTES ON PAGE 7)</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>T2</td>
<td>H</td>
<td>Resides in an apartment in which a family member died. The transfer request must be submitted no later than six months after the death.</td>
<td>INTRA-project transfer; INTER-project transfer with GUIDE choice; or BOROUGH choice.</td>
</tr>
<tr>
<td>T2</td>
<td>I</td>
<td>Referred by the Administration for Children’s Services (ACS) for the purpose of family unification. The family has child(ren) (natural or adopted) in foster care and needs a larger apartment (2) before the child(ren) will be released to the family.</td>
<td>INTRA-project transfer; INTER-project transfer with GUIDE choice; or BOROUGH choice.</td>
</tr>
<tr>
<td>T3</td>
<td>A</td>
<td>Living in an Extremely Overcrowded (3) apartment.</td>
<td>INTRA-project transfer; INTER-project transfer with GUIDE choice; or BOROUGH choice.</td>
</tr>
<tr>
<td>T3</td>
<td>B</td>
<td>Long-term friction between neighbors.</td>
<td>INTRA-project transfer; INTER-project transfer with GUIDE choice; or BOROUGH choice.</td>
</tr>
<tr>
<td>T3</td>
<td>H</td>
<td>Willing to provide continuing home aid to a relative in a different development which NO member of the relative's household can provide, and that is not available within sixty minutes travel time from the relative's development.</td>
<td>Tenant cannot choose a development. NYCHA will assign the tenant to a development near the relative whether or not it appears on the GUIDE.</td>
</tr>
<tr>
<td>T4</td>
<td>A</td>
<td>Living in an Overcrowded (3) apartment.</td>
<td>INTRA-project transfer; INTER-project transfer with GUIDE choice; or BOROUGH choice.</td>
</tr>
<tr>
<td>PRIORITY CODE</td>
<td>TRANSFER TYPE</td>
<td>REASON FOR TRANSFER</td>
<td>TRANSFER OPTIONS</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>T4</td>
<td>B</td>
<td>Required to travel to work more than ninety minutes due to a change in work location.</td>
<td>INTER-project transfer with GUIDE choice; or BOROUGH choice.</td>
</tr>
<tr>
<td>T4</td>
<td>C</td>
<td>Living in a general population development and wishes to move to an elderly development/building.</td>
<td>INTRA-project transfer to an elderly population apartment within the development consolidation, if an elderly population apartment exists; INTER-project transfer out of the development consolidation with GUIDE choice; or BOROUGH choice.</td>
</tr>
</tbody>
</table>
### APPENDIX E – TRANSFER PRIORITIES AND OCCUPANCY STANDARDS FOR FAMILIES

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<td></td>
<td></td>
<td></td>
<td>(See Notes on Page 7)</td>
</tr>
</tbody>
</table>

#### NOTES

1. Requires memorandum from the Borough Property Management director to the Field Liaison Division manager detailing the reason for the transfer request.

2. The Guide to Anticipated Vacancies for Tenant Transfers and Guide to Vacancies – Accessible Apartments are updated every two weeks and may be viewed and printed from NYCHA’s Public “P” drive.

3. See attached Occupancy Standards.

4. Requires Stipulation of Settlement or Hearing officer decision.

#### INFORMATION ABOUT TRANSFERS

- There is no minimum time for which a tenant must reside in an apartment before requesting a transfer.

- Within transfers of equal priority the first INTRA-project transfer with the oldest certification date is chosen; if there are no INTRA-project transfers, then the INTER-project transfer with the oldest certification date is chosen.

- Tenants whose previous transfer request was closed will not be considered for a new transfer request within one year of the date of the closed status, unless a new transfer request states a different need for a transfer than the prior request.

- Tenants requesting lower floors will be offered apartments on the 1st, 2nd, or 3rd floors except for T3-K transferees who will be offered apartments on the 1st or 2nd floor.

#### TENANT’S TRANSFER OPTIONS

1. Intra-Project Transfers

   Tenants (transferees) eligible to transfer within their development (to non-accessible apartments) are entitled to only one apartment offer. If they refuse the apartment offer, the transfer request will be closed unless the tenant demonstrates that a temporary emergency prevents a move at the time of the offer. Property management staff must determine if the proper-sized apartment exists at development before approving transfer request.
2. Inter-Project Transfers

- Tenants (transferees) who are eligible to choose a development from the GUIDE or choose a BOROUGH shall make their choice at the time they submit their transfer requests.

- Tenants requiring apartments of five bedrooms or more are entitled only to BOROUGH choice.

- Tenants (transferees) who refuse all developments then designated as anticipated vacancies on the GUIDE, or fail to choose a development, shall have their transfer request closed.

- Tenants (transferees) eligible to choose a BOROUGH are entitled to two apartment offers.

- Tenants (transferees) eligible to choose a development from the GUIDE (non-accessible apartments) are entitled to only one apartment offer. If they refuse the apartment, the transfer request will be closed.

3. Transfer Requests to Accessible Apartments (Intra or Inter-Project Transfers)

Tenants (transferees) eligible to choose an accessible apartment that are either intra-project or inter-project transfers are entitled to two apartment offers.

CHANGE OF TENANT’S TRANSFER OPTIONS

Once a tenant’s transfer choice has been certified to a development’s waiting list, the tenant may NOT change his/her development choice unless:

- There are changed circumstances or a request for a reasonable accommodation requiring a location change; or

- The tenant’s name is on a development waiting list for an accessible apartment, but currently there are no available accessible apartments at that development. The tenant may choose a new development choice from the Guide to Vacancies – Accessible Apartments; or

- The tenant’s name has been on the development waiting list for a regular apartment for more than two years without an apartment offer, and the new development choice is consistent with the reason for transfer.
### NYCHA OCCUPANCY STANDARDS FOR FAMILIES

<table>
<thead>
<tr>
<th>Number of Rooms</th>
<th>Number of Bedrooms</th>
<th>Standard Occupancy (Number of People)</th>
<th>Overcrowded (Number of People)</th>
<th>Extremely Overcrowded (Number of People)</th>
<th>Underoccupied (Number of People)</th>
<th>Extremely Underoccupied (Number of People)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>1¹*</td>
<td>2</td>
<td>2, 3, or more</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>2¹</td>
<td>2, 3, or 4</td>
<td>4X, 5, or more</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>2², 3, or 4</td>
<td>4X, 5, or 6</td>
<td>7 or more</td>
<td>1, 2¹</td>
<td>___</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
<td>4X or 5</td>
<td>6, 7, or 8</td>
<td>9 or more</td>
<td>2², 3, or fewer</td>
<td>1 or 2¹</td>
</tr>
<tr>
<td>6</td>
<td>4</td>
<td>6, 7, or 8</td>
<td>9 or 10</td>
<td>11 or more</td>
<td>4X or 5</td>
<td>4 or fewer</td>
</tr>
<tr>
<td>7</td>
<td>5</td>
<td>9 or 10</td>
<td>11 or 12</td>
<td>13 or more</td>
<td>8</td>
<td>7 or fewer</td>
</tr>
<tr>
<td>8</td>
<td>6</td>
<td>11 or 12</td>
<td>13 or 14</td>
<td>15 or more</td>
<td>9 or 10</td>
<td>8 or fewer</td>
</tr>
<tr>
<td>9</td>
<td>7</td>
<td>13 or 14</td>
<td>15 or 16</td>
<td>17 or more</td>
<td>11 or 12</td>
<td>10 or fewer</td>
</tr>
<tr>
<td>10</td>
<td>8</td>
<td>15 or 16</td>
<td>17 or 18</td>
<td>19 or more</td>
<td>13 or 14</td>
<td>12 or fewer</td>
</tr>
<tr>
<td>11</td>
<td>9</td>
<td>17 or 18</td>
<td>19 or 20</td>
<td>21 or more</td>
<td>15 or 16</td>
<td>14 or fewer</td>
</tr>
</tbody>
</table>

¹¹NOTES:
- One person elderly family who is selecting an elderly development may select either a studio or one-bedroom apartment.
- One person elderly family who is selecting a general population development can only select a studio apartment.
- One person family who is selecting from the Guide to Vacancies – Accessible Apartments may select either a studio or one-bedroom apartment.

A one person tenant family currently residing in a studio apartment will not be offered a one-bedroom apartment except where the transfer request is to an elderly development, or to an accessible apartment.

²²Married couple, two persons registered as domestic partners, or a single adult with a child less than six years of age.

²²²Two adults who are neither married nor registered as domestic partners or a single adult with a child of six years of age or more.

4X FAMILY:
- a. Married couple or couple registered as domestic partners, with other family members being one male and one female who are neither married nor registered as domestic partners.
- b. Three females, one male (e.g., mother, two daughters, one son; father with three daughters).
- c. Three males, one female (e.g., mother with three sons; father, two sons, one daughter).