

LUDLOW HOUSING AUTHORITY

ADMINISTRATIVE TENANT TRANSFERS

Adopted by the Board of Commissioners

DATE: April 16, 2024

This Administrative Tenant Transfers Policy is being written by the Board of Commissioners in an effort to further communicate the Ludlow Housing Authority Board's position regarding a tenant's Reasonable Accommodation Request specifically to transfer to a different apartment in order to accommodate the tenant's disability.

No transfers to another apartment will be made for a tenant unless there is proper documentation received from a physician showing that this move is necessary because there is a relationship between a disability verified by the physician and the need for the proposed apartment change (i.e., move to a handicapped apartment).

Transfers to a different apartment owned by the Ludlow Housing Authority (LHA) will only be made with a Reasonable Accommodations Request verified by a certified physician, which includes a request to move the tenant to a different apartment within the LHA.

No "emotional" transfers (including but not limited to those involving disputes with neighbors) will be made within the same development. If a problem arises between tenants due to severe emotional or personal reasons, then the tenant will move to a different development as it becomes available, and so long as it is economically feasible to the LHA to do so.

For questions regarding this policy, please refer to the Reasonable Accommodations Policy as passed by the Board of Commissioners of the LHA.

Signed and executed this 16th, day of April, 2024 by the Board of Commissioners:

Susan Stanek
Susan Stanek, Chairman

Audrey Polmanteer
Audrey Polmanteer, Treasurer

Raymond Anderson
Raymond Anderson, Vice Chairperson

Jon S. Baldwin
Jon Baldwin, Commissioner

Kimberly A. Babin
Kimberly Babin, Commissioner

Robin Carvide
Robin Carvide, Secretary

Employee Sign Off

This acknowledges that I have received the Ludlow Housing Authority's Administrative Tenant Transfer Policy. By signing this form, I acknowledge that I have read and understand the policies and procedures adopted by the Ludlow Housing Authority. I agree to review periodically any changes or modifications.

I further understand that as a condition of employment, I must abide by the terms of this Policy. I recognize that the law and associated policies are continually evolving. Therefore, I understand that my regular review of this Policy as it may be amended, is required.

Print Name: _____

Signature: _____

Date: _____

Executive Director

To be included in employee's personnel file