2019
Vernon Housing Commission
Unit Transfer Request Form

Full Lessee Name:______________________________________________________________

Current Unit Leased:___________________________________________________________

Transfer Unit(s) or Unit Type(s) Requested:_______________________________________

___________________________________________________________________________

Reason(s) for Transfer Request:_______________________________________________

___________________________________________________________________________

___________________________________________________________________________

To confirm your name is on the waitlist, you may check the city’s housing website at:
http://www.cityofvernon.org/government/public-meetings/vernon-housing-commission/agendas-
minutes/174-housing-opportunities

Please allow up to 10 calendar days from date of submittal before checking. If your name does not appear
on the waitlist after a minimum of 10 days, please call (323) 826-1472 or email us at
cityhousing@ci.vernon.ca.us

PLEASE NOTE: There is a $1,000 transfer fee and tenant shall immediately pay full market rent for the
new unit.

Unit Transfer Request Forms are effective only for the calendar year in which they are submitted. Once
a Unit Transfer Request Form expires, a new Form must be submitted in order to be considered for a
housing unit.

Upon City notification via current contact information on file with the City of an available housing unit,
applicants have five (5) business days to confirm interest in the specific available housing unit. Applicants
must update contact information if it changes. No lottery will be required if only one applicant confirms
an interest in an available housing unit. If more than one applicant confirms an interest in an available
housing unit, all such applicants shall be entered into a lottery. All confirmed participants of the lottery
will be given at least a 24 hours’ notice of the date, time and location of the lottery. Attending the lottery
will not be considered in determining an applicant's eligibility to lease a City housing unit.

Pursuant to VMC Section 2.125b, if less than four housing units are currently occupied by First
Responders, priority to lease a housing unit will be given to a First Responder.

Please submit completed forms to the Commission Secretary/City Clerk’s Office via:

- Regular mail: Vernon City Hall, 4305 Santa Fe Avenue, Vernon, CA 90058; or
- Email: cityclerk@ci.vernon.ca.us

Updated 3/21/19