



2017

Vernon Housing Commission Unit Transfer Request Form

Full Leasee Name: _____

Current Unit Leased: _____

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

Reason(s) for Transfer Request: _____

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. All forms received shall be randomly ordered at each June and December Housing Commission meeting to create a wait list for the following semi-annual period. Those on the wait list created in June are automatically entered into the December lottery for the same year, provided they are still on the wait list when the December lottery is conducted.

Unit Transfer Request Forms must be received by 5:00 p.m. the day before the regular June and December meetings, which are held on the second Wednesday of those months at 6:00 p.m., in order to be eligible for the wait list created at either of those meetings. The 2017 deadlines are as follows:

- June 13, 2017 - 5:00 p.m.
- December 12, 2017 – 5:00 p.m.

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