Pursuant to Ordinance 1183, as amended, and the Vernon Rental Housing Policy (“VRHP”), the Vernon Housing Commission (“VHC”) hereby adopts the following procedure to address any lease/authorized occupant’s need/desire to be re-located, either temporarily or permanently.

Recitals

A. The VHC is committed to managing its housing stock according to “best practices” for private, residential housing. The VRHP requires that all procedures be “neutral, fair, and reasonable.”

B. Every lease/authorized occupant is entitled to a habitable rental unit.

C. On September 19, 2012, the VHC adopted its Unit-to-Unit Transfer Procedures (“Transfer Procedures”).


E. Since the adoption of the Transfer Procedures and the Temporary Relocation Procedures, the VHC has concluded that there is a need for a single, comprehensive, relocation procedure covering both temporary and permanent relocations. This Comprehensive Relocation Procedure is intended to and does supersede both the Transfer Procedures and the Temporary Relocation Procedures.

F. This Comprehensive Relocation Procedure is intended to apply to the following situations:

1. **Temporary Relocation – City Initiated**: If, through no fault of a Lessee, Authorized Occupant, and/or Guest, a rental unit becomes temporarily uninhabitable, as determined by the City, the Lessee and any Authorized Occupants shall be entitled, at the Lessee’s option, to be re-located to housing accommodations comparable to the rental unit in good condition for so long as the rental unit is uninhabitable.

2. **Permanent Relocation – City Initiated**: Any lessee of a City of Vernon owned housing unit may request a permanent relocation to any other City-owned unit on a priority basis.

3. **Permanent Relocation – Tenant Initiated**: Any lessee of a City of Vernon owned housing unit may request a permanent relocation to any other City-owned unit upon availability.
G. The VHC desires to adopt procedures with respect to the relocation of Lessees and Authorized Occupants that are “neutral, fair, and reasonable.” The VHC recognizes that unless it uniformly applies a relocation procedure to all lessees, it will not be treating all lessees neutrally and fairly.

Procedures

A. **Temporary Relocations**

1. **When Temporary Relocation is Authorized.** Temporary relocation shall be authorized, at City expense, only if a rental unit is uninhabitable or if it is determined that in light of required repairs to a rental unit, temporary relocation will facilitate more expedient and cost effective repairs, even when the cost of temporary relocation is taken into account. Whether relocation should be authorized shall be determined on an objective basis in light of best practices for a private landlord, and shall be determined by disinterested City staff and/or consultants who have expertise with respect to the subject repair(s).

   a. **Required Relocation.** If the City determines that a rental unit is uninhabitable, relocation shall be required until such time as the rental unit is returned to a habitable condition. Habitability shall be determined in light of the rental unit’s current condition and in light of the effect any needed repairs may have on the habitability of the rental unit during the course of repairs.

   b. **Optional Relocation.** If a rental unit is otherwise habitable, a Lessee shall have an option either to accept relocation or to decline relocation, at the Lessee’s sole discretion, even if the total cost to repair to the rental unit shall be higher in light of the non-relocation.

2. **Types of Alternative Housing.** Generally, the type of alternative housing to which a Lessee and an Authorized Occupant is entitled shall be determined by the expected length of time alternative housing is required. As a general rule, if a temporary relocation is expected to last no more than 30 days, the relocation shall be presumed to be “short-term.” As a general rule, if a temporary relocation is expected to last for more than 30 days, the relocation shall be presumed to be “long-term.” Any presumption created by this procedure may be overcome if, as determined by the City, and based on the facts and circumstances of any particular case, an alternative categorization is appropriate.

   a. **Temporary Short-term Relocation.** As a general rule, if temporary short-term relocation is authorized, the alternative housing shall be in the form of a qualifying hotel or other short-term housing option, as provided for in the ERP, discussed below.

   b. **Temporary Long-term Relocation.** As a general rule, if temporary long-term relocation is authorized, the alternative housing shall be in the form of a comparably furnished apartment with a comparable number of bedrooms and bathrooms as the subject rental unit.
3. **Reimbursable Relocation Expenses.** If temporary relocation is authorized, the City shall bear all reasonable costs associated with the relocation, including the cost of alternative housing, the reasonable cost, if any, of moving personal possessions from and to the rental unit to the temporary housing, and any reasonable increase in food costs, if any, necessitated by the relocation. To the extent the City’s Expense Reimbursement Policy then in effect (“ERP”) covers a subject expense, the ERP shall govern the type of expense that may be covered and the amount of coverage. To the extent the ERP does not cover a subject expense, an expense may be covered only if it is actually incurred, is reasonable as determined by the City, and only for the actual amount of the expense.

4. **Rent Abatement as an Alternative.** If a Lessee who is otherwise entitled to temporary relocation instead chooses to re-locate on his or her own, the Lessee shall be entitled to rent abatement for the length of time temporary relocation would have otherwise been authorized.

5. **Approval Required by City Attorney or Outside Counsel.** If the amount of expected reimbursable relocation expenses is in excess of $5,000, prior approval of the expenditure from the City Attorney or outside counsel to the VHC shall be required.

**B. Permanent Relocations**

*City Initiated Permanent Relocations*

1. If a temporary long-term relocation becomes necessary as set forth in this procedure, the lessee, at the lessee’s sole option, may request a permanent relocation to a then vacant City-owned housing unit in lieu of a temporary long-term relocation.

2. A lessee shall have 10 days from the date of receiving notice of the need for a temporary long-term relocation to elect a permanent relocation. A permanent relocation may be elected only if a housing unit is vacant at the time of the election and the vacant unit can be occupied within 30 days of the election.

3. If a lessee elects a permanent relocation, the lessee shall have priority over all other existing or potential new lessees to select a vacant housing unit.

4. No transfer fee shall be due for a City initiated permanent relocation.

5. Any lessee permanently relocating to a different unit will immediately pay the then established market rent for the unit to which the lessee has relocated. This will require a review and determination of the lessee’s credit worthiness to lease such unit.

*Lessee Initiated Permanent Relocations*

1. All permanent relocation requests initiated by a lessee must be submitted in writing by filling out a Unit Transfer Request Form.
2. A lessee must have occupied his/her then current unit for a minimum of one year prior to submitting a Permanent Relocation Request Form.

3. A maximum of one Permanent Relocation Request Form per lessee will be accepted in any calendar year and shall be valid for that calendar year only.

4. Permanent Relocation Request Forms shall be accepted anytime throughout the year and shall be randomly rank ordered onto a wait list through the same lottery process conducted each June and December for potential new lessees. There shall be no priority given to first responders for lessee initiated permanent relocation requests.

5. After the priority given to existing lessees with a Financial Hardship pursuant to Section 4 of the Appeal Procedures for Existing Tenants Experiencing Transitional Hardship adopted July 18, 2012, the following order shall be followed. When a vacant housing unit is ready for leasing, the vacant unit shall first be offered to the lessee who is first on the Tenant Initiated Permanent Relocation Wait List that was in effect at the time the housing unit became vacant. If that lessee either does not want to occupy the vacant unit, or does not qualify for the vacant unit, then the vacant unit shall be offered to the next lessee on the Tenant Initiated Permanent Relocation Wait List. If the vacant unit has been offered to all lessees on the applicable Wait List, and none of the lessees either wants to occupy the vacant unit or qualifies for the vacant unit, then the vacancy shall be offered to the appropriate person on the wait list for potential new lessees in accordance with the procedures for that wait list.

6. A transfer fee of $1,000 shall be due upon approval of a transfer request to cover the costs associated with preparing the unit for new occupancy.

7. Any lessee permanently relocating to a different unit will immediately pay the then established market rent for the unit to which the lessee has relocated. This will require a review and determination of the lessee’s credit worthiness to lease such unit.