Any leasee of a City of Vernon owned housing unit may request to transfer to any other City-owned unit upon availability, pursuant to the following conditions and procedures:

1. All transfer requests must be submitted in writing by the leasee on the attached Unit Transfer Request Form.

2. A leasee must have occupied his/her then current unit for a minimum of one year prior to submitting a Unit Transfer Request Form.

3. A maximum of one Unit Transfer Request Form per leasee will be accepted in any calendar year and shall be valid for that calendar year only.

4. Unit Transfer 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 leasees. There shall be no priority given to first responders for unit transfer requests.

5. After the priority given to existing leasees 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 leasee who is first on the Unit Transfer Wait List that was in effect at the time the housing unit became vacant. If that leasee 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 leasee on the Unit Transfer Wait List. If the vacant unit has been offered to all leasees on the applicable Unit Transfer Wait List, and none of the leasees 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 leasees 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 leasee transferring to a different unit will immediately pay the then established market rent for the unit transferred to. This will require a review and determination of the leasee’s credit worthiness to lease such unit.