

UNIT TRANSFER CERTIFICATION

Complete this form to document unit transfers within the same building or into different buildings **within the same project**. This form should be used to help maintain compliance with respect to set-aside elections and the Available Unit Rule.

To be completed by Management

Project Name: _____ Date of Transfer: _____

Household Members: _____

Transfer from Unit: _____ Transfer to Unit: _____

Transfer from BIN: _____ Transfer to BIN: _____

Old Rent Amount: _____ New Rent Amount: _____

Date of Current Certification: _____ Household Income on Certification: _____

Status of Household at Transfer (please check one):

- Qualified LIHTC Household** (income does not exceed current income limit)
- Initial Qualified LIHTC Household** (first household to occupy unit after building placed-in-service)
- Previously Qualified LIHTC Household** (income exceeds current income limit, but by no more than 140%)
*The unit being vacated exchanges (or “swaps”) status with the unit being transferred into.
- Previously Qualified LIHTC Household** (income exceeds 140% of current income limit).
*The unit being vacated exchanges (or “swaps”) status with the unit being transferred into.
*Household can only transfer **within the same building** and the new unit must remain rent-restricted.
- Non-LIHTC Qualified Household** (market rate household)

Status of Vacant Unit Household is Transferring to (please check one):

- Qualified Vacant Unit** (previous household income did not exceed applicable LIHTC income limit)
- Qualified Vacant Unit** (previous household income exceeded LIHTC income limit, but by no more than 140%)
- Empty Unit with LIHTC Designation** (has never been occupied by a qualified household)
- Non-LIHTC Qualified Unit** (market rate unit)

Note 1: If only some of the household members are requesting to transfer to a different unit while the other members remain, the transferring members must be treated as a new household. A new move-in certification must be completed, third-party verifications must be obtained, and a new lease agreement must be initiated.

Note 2: If the property has multiple buildings and the owner has elected to treat the buildings as separate projects, by checking “No” on line 8b of the 8609 forms for the affected buildings, the transfer cannot take place.

Under penalty of perjury, I/we certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud.

Manager/Administrator Signature

Date

Manager/Administrator Printed Name

Title

NOTE: Section 1001 of Title 18 of the U. S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.