

Violence Against Women Act (VAWA) Request for Emergency Unit Transfer Under the Low-Income Housing Tax Credit (LIHTC) Program

To: _____

Date: _____

RE: VAWA – Request for Emergency Transfer - Low-Income Housing Tax Credit Program (LIHTC)

I _____ hereby certify that I am a victim of domestic violence, dating violence, sexual assault, or stalking and further certify that I am expressly requesting an emergency unit transfer as I reasonably believe I am threatened with imminent harm from further violence if I remain in my current unit. I have attached a completed a certification of my VAWA status.

Resident Name: _____ Resident Address: _____

Resident Signature : _____

I understand that if the only available unit is in a different building, certain LIHTC program requirements must be met in order for the unit transfer to occur.

In order to for me to understand my transfer options, please provide the following information and email back to me at _____. I can also be reached by phone at _____. Please also include a copy of your VAWA Emergency Transfer Plan.

To be completed by LIHTC Housing Provider:

Please indicate which of the following options applies:

- We do not currently have any units available, but we will place you on the internal transfer waiting list.
- We currently have a comparable unit in the same building that is available to be transferred to. Since the unit available is in the same building as your current unit, the Low-Income Housing Tax Credit Program does not require that you requalify in order to transfer. Please contact _____ to begin the transfer process.
- We currently have a comparable unit available in a different building. Under the LIHTC Program, the apartment community owner chose to treat each building in the apartment community as separate properties (*IRS Form 8609 8(b) is answered "No"*); therefore, in order to transfer to the available unit, your household will need to have a new income certification completed, and the household will need to have an income at or below \$ _____, which is _____% of AMI. Please contact _____ to begin the income certification process.
- We currently have a comparable unit available in a different building. Under the LIHTC program, the apartment community owner chose to treat all buildings as a single project (*IRS Form 8609 8(b) is answered "No"*). In order to transfer units, your household income must have been at or below 140% of the applicable income limit as of your last income certification. The applicable income limit to the unit is \$ _____, which is _____% of AMI. Your household income reflected on your most recent income certification is \$ _____.

NOTE: If you have had a reduction in income, you may request a new income certification to be performed. If it is determined that your household's current income is at or below 140% of the applicable income limit, your household will be eligible for transfer.

Please contact _____ to begin the income certification process

AdditionalComments: _____

Housing Provider Representative's Signature: _____

Housing Provider Representative's Name: _____ Title _____

Phone: _____ Email: _____