

FAIRFIELD  
METROPOLITAN  
HOUSING  
AUTHORITY

315 North Columbus St.  
Suite 200  
Lancaster, OH 43130

Phone: 740-653-6618  
Fax: 740-653-7600  
TTY & Ohio Relay Callers:  
740-653-2653  
E-mail: jakeller@fairfieldmha.org  
Website: www.fairfieldmha.org



*Serving Our Community  
with Safe and Affordable  
Housing*

Jackie Keller-PH Manager

All weapons, including handguns or  
other firearms, concealed or not, are  
prohibited on FMHA premises,  
including all parking areas.

It is the policy of  
the FMHA to  
make reasonable  
accommodations  
for customers with  
a disability when  
appropriate and to  
work with those  
customers to find  
mutually  
acceptable  
solutions to  
problems.

TO:  
  
FROM: JACKIE KELLER-PH MANAGER  
  
DATE:  
  
RE: REQUEST FOR TRANSFER  
  
DEADLINE:

Since you are requesting a transfer, I want to make you aware of a few things before I submit it for approval. If your transfer is approved, it means you must notify all the proper agencies of your move including having your gas & electric transferred to the new unit. Don't forget that you will need to contact the companies you deal with for phone, cable, credit agencies, etc. You may need to consider moving your children to a new school and many other things come into play. Moving can be very stressful on a family. Please be sure this is what you want and is necessary.

You will need to attend a Transfer appointment, fill out new application, supply new verifications, sign a new lease and pay the transfer fee of \$300 all before you may receive the keys to the new property. Turn-over charges are your responsibility. We conservatively estimate them at \$100-\$500. The better condition the unit is left in when you leave, the less turn over work needs done. If we do not need to use all of the \$300, we apply the balance to your account in the form of a credit.

If you are sure you want and or need a transfer, fill out the bottom portion of this letter and return it to the Housing Authority by the above deadline. I will let you know if we can accommodate you after review. If approved, you will be placed on a waiting list for an available unit when one becomes available. You will be advised within two weeks of a moving date.

.....

(PLEASE USE THE BACK IF YOU NEED MORE SPACE)  
I wish to request a transfer for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Transfer Policy for Approved Site Transfer

## FAIRFIELD METROPOLITAN HOUSING AUTHORITY

315 North Columbus St.  
Suite 200  
Lancaster, OH 43130

Phone: 740-653-6618

Fax: 740-653-7600

TTY & Ohio Relay Callers:  
740-653-2653

E-mail: [jakeller@fairfieldmha.org](mailto:jakeller@fairfieldmha.org)

Website: [www.fairfieldmha.org](http://www.fairfieldmha.org)



*Serving Our Community  
with Safe and Affordable  
Housing*

Jackie Keller-PH Manager

All weapons, including handguns or other firearms, concealed or not, are prohibited on FMHA premises, including all parking areas.

It is the policy of the FMHA to make reasonable accommodations for customers with a disability when appropriate and to work with those customers to find mutually acceptable solutions to problems.

Transfers will be made without regard to race, sex, color, religion, or national origin.

### A family requesting a transfer **MUST** meet the following requirements:

- \_\_\_\_\_1. Agree to pay all the charges that may accrue for turning over the unit in which they now live. (Routine vacancy maintenance as well as painting and cleaning – usually charges range from \$300 - \$500). A minimum **\$300 fee** must be paid before signing the lease or receiving the keys for the new (transfer) unit. If the final cost for preparing the house for releasing is less than the \$300, the family will receive credit. Any charges more than the \$300 will be billed to the family.
- \_\_\_\_\_2. Have lived in their current public housing unit for at least 36 months or present documentation of "good cause" for a transfer. Example: Doctor Statement as to why you would need a different unit, closer to work and babysitter, etc...
- \_\_\_\_\_3. Have reported all income and other changes to FMHA as required.
- \_\_\_\_\_4. Have paid rent on time during current tenancy. No tenant having had a repayment contract within the last two years or has a current receivable account balance will be considered.
- \_\_\_\_\_5. Have a history of good housekeeping (good inspections, nice looking yard and drive, house orderly at all times per housekeeping policy).
- \_\_\_\_\_6. Have a good rental history. No family with a history of disturbances to staff or neighbors will be considered.