

## Have Households Acknowledge Transfer, Continuation of Responsibilities

Here's a Model Form you can adapt and use whenever you transfer a household to a new unit at your tax credit site. When the household members sign this form, the household is acknowledging that its responsibilities under the lease and the tax credit law continue in the new unit. The form assumes your site has market-rate units and you must conduct annual recertifications. Check with your attorney before you use this form at your site.

### RESIDENT ACKNOWLEDGMENT OF TRANSFER TO DIFFERENT UNIT

I/We, *[insert name/names]*, acknowledge that as of today, I/we have been transferred from Unit *[insert #]* in *[insert building address]* (the "Vacated Unit") to Unit *[insert #]* in *[insert building address]* (the "New Unit").

I/We further acknowledge the following:

- a. The lease between me/us and *[insert owner's name]* ("Owner") dated *[insert date]* is in full force and effect with respect to the New Unit.
- b. All Tax Credit Program requirements applicable to the Vacated Unit apply to the New Unit.
- c. The recertification date for the New Unit is the same as the recertification date for the Vacated Unit would have been.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_