



# PUBLIC NOTICE

## PUBLIC NOTICE OF SIGNIFICANT AMENDMENT TO THE ASSET MANAGEMENT ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) and LEASE AGREEMENT

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The following is a summary of proposed changes to the Admissions and Continued Occupancy Policy.

### ADMISSIONS TO CMHA HOUSING PROGRAMS

#### Section III - Tenant Selection and Assignment Plan

CMHA is committed to expanding housing opportunities for Hamilton County families seeking affordable housing. To that end, applicants will be asked to narrow their wait list choices to their top three preferred communities. In so doing, it will reduce housing delays caused by the elimination process and will provide applicants with housing offers from Wait Lists selected by them. Section III –Tenant Selection and Assignment Plan has been updated below to reflect this process change.

#### Section III - Tenant Selection and Assignment Plan

##### **A. Organization of the Waiting List**

###### **1. Community-Wide Waiting List**

Each applicant shall be assigned his/her appropriate place on the site-based waiting list(s) selected by the applicant in sequence based upon:

- a. type and size of unit needed and selected by the family (e.g. general occupancy building, accessible or non-accessible unit, number of bedrooms);
- b. applicant preference or priority, if any; and
- c. date and time the application is received.

**2.** CMHA will maintain its waiting list in the form that records the type and size of unit needed, each applicant's priority/preference status and the date and time of application. CMHA will maintain one waitlist based on type and size of unit needed based on bedroom sizes. 0-6 bedrooms. The applicant can select "first available" unit offer. The applicant will be given three offers and if all offers are refused they will be withdrawn from the waitlist and would need to reapply for LIPH housing.

## CMHA RESIDENTIAL LEASE AGREEMENT

### III. Terms and Conditions of Continued Occupancy

Due to the reduction in the number of public housing units available, CMHA is limiting the number of offers residents will receive in any transfer situation to one. This limit also reduces the time a disabled family in need of an accessible unit will wait for a unit occupied by a non-disabled family. The section further clarifies responsibility for the cost of relocating. CMHA will continue to work with residents to understand their needs when transfer requests are made.

### III. TERMS AND CONDITIONS OF CONTINUED OCCUPANCY

#### D. Transfers

- 5) In the case of involuntary transfers, Tenant shall be required to move into the dwelling unit made available by CMHA. In cases other than emergencies, Tenant shall be given a written transfer notice and a one ~~three~~ offers of housing as detailed in the ACOP. The Tenant then has 3 days in which to move. If Tenant refuses to move, CMHA may terminate the Lease.