

## Housing Transfer Request

### Eligibility

Housing transfers are available under a limited set of circumstances to tenants who are existing Bagdad residents. When considering transfers it must be understood that the priority to our company is provide housing for our workforce first, we can only do this by insuring the efficient delivery of houses to those who do not have housing.

- **Maintenance Concerns** - occur as *authorized by housing supervision/management* (for example irreparable maintenance issue like a damaged sewer line that can't be repaired with tenants still in the house).
- **Change in Family Size** - Please note that to qualify for a transfer based on change in family size, any dependents must be under the legal guardianship of the lessee or their spouse/partner (who is formally listed as a permitted occupant). Permitted Occupants are occupant named in your lease application that affect housing qualifications. Applicants are able to have another adult of their choice live with them as long as the person passes a background check. Your dependents are legal dependents whom will be living in Bagdad full time. Any special circumstances will be reviewed on an individual basis and may require documentation. Background Checks are required for everyone over the age of 18. The application must be signed by everyone over the age of 18 and will not be considered eligible until this is completed.
- **Promotion** – Anyone who moves in to a Grade 6 Exempt or higher position will be allowed to apply to transfer on that basis.
- **Extenuating circumstances** – there are special circumstances that may justify a housing transfer. These are handled on a case by case basis by the housing office. As part of the Extenuating Circumstances Transfer Request, residents will meet with the housing office to discuss the request. Many times supporting documentation or follow up from the Housing Maintenance department will be required as parts of this process. All of this will be covered during the consultation with the Housing Office. Providing false information in this request may result in termination of your lease.
- **All other transfer requests** – Open transfers for all other reasons will be granted on longevity and condition of existing house. There will be limited numbers of this type of transfer granted each year and quantity of transfers, wait times and house types that will be offered are not guaranteed. Tenants may not transfer more than one time in every five years. Transfers will only be to a lateral house configuration.  
**A small number of applications will be approved for transfer on a pilot basis.** Houses will then be turned after the successful approval according the ongoing construction schedule.  
Applications will open in June 2017
  - Key Factors - Longevity in current house and Current house condition
- **A single open lottery draw** for one lateral housing transfer will be held at the same time per current policy

### The Application

1. Complete and return completed Transfer Request.
2. Provide written explanation/reasons for transfer request.
3. Return your completed transfer request to Townsite Housing Office.
4. Once a determination is made regarding eligibility, you will be notified by the Townsite Housing Department.
5. An inspection of your current home will be required. If current house has extensive damage, you may not qualify to transfer until damages are fixed or paid for.
6. Insure that your contact numbers are always kept updated with us.
7. You must pass a criminal background check to qualify for housing, as well as any other listed on the application over 18 years of age. We will contact you if you do not qualify.

### The Selection of a Home

1. Upon receiving a turned home, it will be offered to the first qualifying applicant. The applicant will have to choice to accept or deny the home.



**BAGDAD OPERATIONS**

- 2. Should an applicant deny the first offered home, they will now remain at their current spot on the list and will not be moved to the bottom of the list.
- 3. A second offer will be made when a qualifying home becomes available, with no guarantee on the time period between offers, the home that was denied, will not be held for comparison and will immediately offered to the next qualifying applicant.
- 4. If the applicant chooses to deny the second offer the applicant will be removed from the housing list for a period of thirty (30) days.

Note: Applicants who accept a home will NOT be eligible to transfer unless permitted under the current transfer policy. Applicants who deny two (2) homes and are removed from the housing list MUST reapply to be added back onto the housing list following their thirty (30) day removal period.

**Moving into your New Home**

- 1. Once you have chosen your new home, you will have two (2) weeks to take possession. This means that you must pay your security deposit (1.5 x monthly rent), any pro-rated rent due (monthly rent/30 days= daily rate), \$15.50 Trash set up fee, \$22.00 Propane hook-up fee and sign your lease. IMPORTANT: If the above requirements are not met, we will reassign your home to another applicant and you will need to start the process over.
- 2. In the event that I was offered the opportunity to participate in a move-in inspection, and I declined to participate by not returning the inspection form within 72 hours, I agree to accept the inspection as noted by a Town-site Staff Member.
- 3. IMPORTANT Appliances such as Stove and Clothes Dryer must be propane. If your stove or dryer is gas it must be converted to propane. Converted stoves and dryer’s MUST be hooked up by the Townsite Maintenance Department to ensure proper installation. Townsite Maintenance Department DOES NOT convert appliances. This must be done prior to making an appointment for maintenance to hook up appliances. For installation please call 928-633-6015.

It is our goal to ensure timely delivery of quality, affordable housing, based upon the needs and preferences of our client and our customer. To do this, we need your cooperation in fulfilling the timelines above as this will insure that all available homes are assigned as quickly as possible. Special arrangements can be made for hardships only and Management approval is required.

*Effective July 1, 2004, employees discharged from employment or allowed to resign in lieu of discharge from FMI have their lease cancelled and will not be allowed to renew their lease or to become permitted occupants on another’s lease effective July 4, 2004. FMI will not provide a new lease to individuals not affiliated directly with FMI. As an employee or Town-site support or employee to FMI Contractor.*

**NOTE: Any and all FMI business needs may be considered a priority that would supersede the positioning of people on the wait list. All Policies outlined herein are subject to review and change.**

Anyone living in the Bagdad Townsite over the age of 18 MUST fill out an application. Lessee and all Occupants MUST meet all rental Guidelines and be approved. \_\_\_\_\_ (Initials)

**Your signature below attests that you have read and agree to abide by the guidelines above.**

Applicant

Date

**Revision History**

Date	Revision	Details	Author
06/01/17	1.0	The Application – added An inspection of your current home will be required. If current house has extensive damage, you may not qualify to transfer until damages are fixed or paid for.	Bagdad Housing Authority
01/02/2020	1.1	Added Exempt to Promotion to further explain qualification	Bagdad Housing Authority

## HOUSING TRANSFER REQUEST

APPLICATION WILL **NOT** BE ACCEPTED UNLESS COMPLETELY FILLED OUT

Phone: (928) 633-6001 Fax: (928) 633-6006

Received By: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**COMPLETE FIRST, MIDDLE AND LAST NAME REQUIRED**

### Applicant Information

Full Name: \_\_\_\_\_

First Name

**FULL** Middle Name

Last Name

Social Security #: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Driver License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street/PO Box

City

State

Zip Code

Current Physical Address in Bagdad: \_\_\_\_\_

### Employment Information

#### FMI Employee Information

Name of Current Department: \_\_\_\_\_

Name of Current Supervisor: \_\_\_\_\_

People Soft Number: \_\_\_\_\_

**Additional Information**

Have you **or** any member of your household including juveniles:

1. Ever been arrested, cited, prosecuted, plead guilty to or been convicted of a crime? Yes No
2. Ever been placed on probation, parole or any other release from jail or prison? Yes No
3. Ever been or currently are a member of a gang? Yes No
4. Is there a current warrant for you or any other member of your household? Yes No
5. Ever been evicted or had a forcible detainer filed against you? Yes No
6. Have you or any of your permitted occupants ever filed for bankruptcy? Yes No
7. Have you or any of your permitted occupants ever been convicted of a felony Yes No
8. Do you have any pets? Yes No

If you answered yes to any of the above please reference the question number and describe:

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**CURRENT**  
**Permitted Occupant Information**

Full Name: \_\_\_\_\_  
                    First                    **FULL** Middle Name                    Last Name

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Full Name: \_\_\_\_\_  
                    First                    **FULL** Middle Name                    Last Name

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Full Name: \_\_\_\_\_  
                    First                    **FULL** Middle Name                    Last Name

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Full Name: \_\_\_\_\_  
                    First                    **FULL** Middle Name                    Last Name

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

***NEW Occupants NOT on Current Lease***

Background Checks are required for everyone over the age of 18

Note: Permitted Occupants that affect housing qualifications consist of: Children living full time in home, enrolled in school and under the age of 18, spouse and/or significant other. Sisters, Brother, Aunts, Uncles may NOT be considered as qualifying occupants that affect housing qualifications. Any special circumstances will be reviewed on an individual basis and may require documentation.

Full Name: \_\_\_\_\_  
                    First                    FULL Middle Name                    Last Name

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Anyone over the age of 18)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Full Name: \_\_\_\_\_  
                    First                    FULL Middle Name                    Last Name

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Anyone over the age of 18)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Full Name: \_\_\_\_\_  
                    First                    FULL Middle Name                    Last Name

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Anyone over the age of 18)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

I authorize verification of information, criminal background and credit report requests prior to and during my residency. I understand that false or misleading information given on my application or attached to my application may result in the denial of my rental application or loss of privilege to occupy a house in Bagdad.

I have read and agree to the above:

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permitted Occupant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required for anyone over the age of 18)

Permitted Occupant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required for anyone over the age of 18)

Permitted Occupant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required for anyone over the age of 18)

Permitted Occupant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required for anyone over the age of 18)



## Rent Rates

Example: Move in totals for most housing in Bagdad.

Housing Type	Monthly Rent	Security Deposit (1.5 x rent)	Trash Hook Up Fee	Propane Hook Up Fee	Maximum Amount Due at Lease Signing if Signing on 1st of the Month (Rent is Pro-Rated )
1 x 1	230.00	345.00	15.50	22.00	612.50
2 x 1.5	276.00	414.00	15.50	22.00	727.50
3 x 1.5	311.00	466.50	15.50	22.00	815.00
3 x 2	334.00	501.00	15.50	22.00	872.50
4 x 2	368.00	552.00	15.50	22.00	957.50
4 x 2.5	380.00	570.00	15.50	22.00	987.50
2008 3x2 1300 sq. ft.	345.00	517.50	15.50	22.00	900.00
2008 3x2 1740 sq. ft.	437.00	655.50	15.50	22.00	1130.00
2008 4x2 1900 sq. ft.	495.00	742.50	15.50	22.00	1275.00
1 x 1 (Sycamore)	200.00	300.00	15.50	22.00	537.50
2 x 1.5 (Sycamore)	240.00	360.00	15.50	22.00	637.50
3 x 2 (Sycamore)	290.00	435.00	15.50	22.00	762.50
4 x 2 (Sycamore)	320.00	480.00	15.50	22.00	837.50
RV Employee	100.00	150.00	N/A	N/A	250.00
RV Non-Employee	200.00	300.00	N/A	N/A	500.00
2014 Average Mobile Home	97.94	145.00	15.50	22.00	
2013 Average Mobile Home	97.94	145.00	15.50	22.00	
2012 Average Mobile Home	97.94	145.00	15.50	22.00	

