

BOIS FORTE HOUSING DEPARTMENT
UNIT TRANSFER PROCEDURE
Approved: 6/1/16

A tenant may want to switch units within our Housing program. This happens often enough for this procedure to be of use, and it must be followed accordingly to ensure that all policies are being followed. *Note that all tenants must have a current balance on their account before they can move to a different unit.

Initiating a Unit Transfer

A Tenant must fill out the UNIT TRANSFER FORM with their name, current physical address, their reason for requesting the transfer, the proposed move out date and the anticipated time of day of the move. The tenant must sign the form and submit it to the Housing Department.

Verifying Zero Balance

Before approval of a proposed move, the Housing Office must verify that the tenant has no current balance past due on any accounts held with Bois Forte Tribal Government or its associated Enterprises. Housing will also verify with the appropriate utility providers that the tenant is current on utility payments. This is because upon the move, the utility companies might deny the tenant's request to switch their account to a new address. If the Housing Office determines that the transfer cannot be approved because of overdue accounts, it will give the requester written notice of the debt.

Unit Transfer Timeline – First Seven (7) Days Free of Charge

Households are allowed seven (7) calendar days to complete the unit transfer. The first day is the day they receive the keys for the new unit, and then the tenant has to six (6) calendar days thereafter to complete the transfer. Completing the transfer means that all personal property in and around the unit from which the tenant is moving must be removed and Housing must verify that the unit, yard, and other structures on the premises are empty.

Unit Transfer Timeline – After Seven (7) Days, Charges Applied to Account

If the tenant has not yet completed their unit transfer end of the seventh (7th) calendar day, then the Housing Department will impose a \$25.00 per day storage fee for the items still remaining in the unit or on the grounds. If a total of 30 days have passed without the transfer being completed, all items in the unit and outside of it will be disposed of according to our policy. The locks will be changed on the last day.