



501 Tenth Street – Moundsville, WV 26041
Phone (304) 845-3141 – Fax (304) 845-3147

REQUEST FOR TRANSFER APPLICATION

Incomplete transfer requests will not be processed. Please complete all information requested. If a question is not applicable, please write n/a. make sure you sign this page. **PLEASE PRINT CLEARLY.**

This request is to move from one unit to another unit with the Moundsville Housing Authority. MHA may require you to provide third party verification of the reason for this request.

1. Name of Head of Household/Spouse: _____

Current Address: _____

Telephone: _____

2. Reason for Transfer Request (check one)

- ☐ Request for a reasonable accommodation due to a disability or serious or life-threatening medical condition.
(Must complete the Request for Reasonable Accommodation/Modification Form and attach to this form)
- ☐ Request due to a verifiable threat of physical harm or criminal activity
- ☐ Apartment is too small for household
- ☐ Apartment is too big for household
- ☐ Other(specify): _____

3. Written description of reason for request to transfer: _____

4. Current Apartment Size: _____ Bedroom(s)

5. Requested Apartment Size: _____ Bedroom(s)

6. Current Household Composition: list everyone in the household that will be transferring

First and Last Name	Male/Female	Age

SIGNATURE OF HOUSEHOLD MEMEBER

DATE

MHA Staff Only

Date Received: _____

Time Received: _____