

Austin/Travis County CoC Transfer Request Form

A completed Austin/Travis County Continuum of Care Transfer Request Form must be submitted to the Coordinated Entry Lead Agency, ECHO, per the Austin/Travis County CoC Transfer Request Policy and Procedure, for consideration of participant transfer between programs. All persons are encouraged to reference the policy and procedure for full understanding of the adopted process. Participant Transfers should be rare, and reasoning that the participant or agency is advocating for a transfer to address identified needs and necessary accommodations should be fully described herein.

Participant HMIS #	
Currently Enrolled Project	
Enrollment Date:	
Does the Client have Notice to Vacate/Eviction Notice/Non-Renewal? If so, date of expiration?	
If yes to above, when does the notice selected above expire?	
Has this client had a PSH Transfer Before?	
How long has the client been enrolled in a PSH Program? (Original PSH enrollment)	
How many apartments has the client lived in since original enrollment?	
Current Unit Info:	
Lease Start Date:	Lease End Date:
Participant Rental Amount:	Are all bills paid?
Identify Reason for transfer	Administrative - Change in household
Current Household Size:	
Voucher/Rental Assistance Issuer:	
Participant Housing Needs/History	
Please describe why the transfer is requested and how it will address the participants unique needs and ongoing housing stability?	
Which options and solutions have been discussed with the participant? What has been the level of engagement with the offered options and solutions	
Please describe the outcomes of the options and solutions which have been offered and discussed thus far	

New Program/Unit Preferences:	
What Program(s) is the client interested in?	1. 2. 3.
What Program(s) would the client like to Avoid?	1. 2. 3.
What known Barriers does the client have that may make a transfer difficult? (Rental Debt, Criminal Background, Eviction, Pets, lack of IDs, Income docs Etc).	
Is PSH Packet Attached?	
Is Background Check Release Attached?	

For Review Panel Only:

Notes: _____

- Transfer Denied
- Transfer Approved
- Conditional Approval