**Offers to Applicants [760 CMR 5.10(4)(a)]:**

According to the regulations governing state-aided public housing, an applicant offered a unit must accept the offer within seven days of the date of the written offer. For good cause, the LHA may extend the time for response.

An applicant is entitled to only one offer of a unit of appropriate unit size. The LHA shall offer another unit when the applicant provides reliable documentation, such as court or medical records, establishing that the unit offered is inappropriate and would cause severe and unreasonable hardship.

An applicant who fails to accept the offer of a unit within seven days or to provide such documentation within that period, shall be removed from the waiting list.

After being removed from the waiting list, if the applicant files a new application with the LHA the applicant shall not be entitled to any priority or preference received on the prior application(s) for a period of three years.

**Transfer Offers [760 CMR 5.10(5)(a)]:**

When making a transfer for good cause, the LHA shall make one written offer of a unit which is of appropriate unit size and appropriate for the tenant’s documented medical needs (if any). A tenant must accept the transfer offer within seven days of the date of the written offer. For good cause, the LHA may extend the time for accepting the offer.

A tenant who fails to accept a transfer offer of a unit of appropriate unit size within seven days shall be removed from the transfer list.

After being removed from the transfer list, if the tenant files a new application with the LHA the tenant shall not be entitled to any priority or preference received on the prior application for a period of three years unless there are mitigating circumstances deemed sufficient by the LHA.

This policy was approved by the Board of Commissioners for the Norton Housing Authority on November 13, 2013 and re-approved on **October 13, 2015**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

James Dinsel, Chairman