

Internal Transfer Policy

Goals

The Transfer Policy applies to members of Coopérative d'habitation Beuparlant Inc., (the "Co-op") who want to move from one Co-op unit to another. Households who wish to move into the Co-op from another social housing provider are external applicants, and must apply through the centralized access system.

This policy is designed to:

- allow Co-op members to move from one unit to another
- give priority to members who qualify as special priority, who are overhoused, or urgently need a different unit

Eligibility

Any household in good standing may ask for a transfer after it has lived in a unit for at least one (1) year.

A household is in good standing if;

- it has not been given a schedule D, Notice of Intention to Terminate Occupancy
- it does not owe arrears or any other money to the co-op (unless financial hardship has made this household a "priority move.")
- it has paid its housing charges on time for the last six months
- it has no history of damage to the unit, disturbing neighbors or harassing staff.

The eligibility criteria and ``one year rule`` will be waived if the household qualifies for special priority status or is overhoused. Consideration may be given to waiving the eligibility criteria for “priority moves” (see below).

Transfers with the same number of bedrooms will not be considered unless the move is intended to alleviate a special need and would require a modified unit. This will not apply to special priority members and consideration may be given to waiving this eligibility criteria for “priority moves”.

Members must not have received more than 2 previous transfers. This does not apply to special priority members and consideration may be given to waiving this eligibility criteria for “priority moves”.

To transfer, members must complete an Internal Transfer Request form, and give it to the Property Manager. A member who is also applying for special priority status must do so in writing and must consent to the disclosure of any information or documentation required to verify the validity of the request. The member applying for special priority status should also provide instruction to the Property Manager as to the best way to contact the member.

The Property Manager will:

- confirm the household is eligible for a transfer, based on local occupancy standards for RGI households, the co-op occupancy standards for market housing charge households and other policies
- advise the member applying for special priority status within 7 business days as to whether their request is complete or not and if not what further information is required
- confirm the member`s eligibility for special priority status, if applicable
- add an eligible household to the waiting list after it has been approved by the board of directors at a board meeting, according to the policy below
- inform the member of the decision

Internal Waiting List

Special Priority members

Members will qualify for special priority status if :

- a member of the household has requested the status in writing, signed the request and consented to disclosure of information in connection with their request. The member requesting the status does not have to be the victim of the abuse.
- the abuser is or was living with the victim or is sponsoring the household member as an immigrant.
- the member intends to permanently live apart from the abusing individual.
- the member has provided the necessary information or documentation.
- the necessary information or documentation has been confirmed by an appropriate person (as listed in the regulations)

A special priority member will be placed at the top of the internal transfer list. If there is more than one special priority member on the list, they will be ranked according to the potential risk of further abuse. Special priority members who are still living with their abuser will be given higher priority than those who are not.

Overhoused RGI members

An “overhoused” RGI household is a household living in a unit which is larger than the largest unit for which they qualify under occupancy standards set by the Service Manager. Overhoused members who are paying rent-geared-to-income will be placed at the top of the internal waiting list after special priority applicants, in the order of the date they applied to move into the co-op. This is a Provincial rule. It does not apply to market housing charge members. (No application form is required.)

A household is overhoused when it has more bedrooms than allowed by the municipal Service Manager’s occupancy standards.

Members must report any change in household size to the property manager within 10 business days of the change. The Property Manager will automatically add any overhoused households to the

internal waiting list, and will tell the household in writing. If the Co-op does not have an appropriately sized unit for the household, as defined by the Service Manager's occupancy standards, the household will instead be placed on the central waiting list (the list for all social housing in the area).

Members may ask for a review of the board of director's decision (see appeals below).

Overhoused members may choose the location of the unit they would be willing to accept. However, if the member received rent-geared-to-income subsidy, they will be placed on the central waiting list if they do not move into an appropriately sized unit within 12 months. If they refuse three units while they are on the central waiting list, they will lose their RGI subsidy, and must pay market housing charges.

Priority moves

After overhoused members, households with an urgent need to move are given priority over other transfer applicants. Priority applicants will be offered units in order of their application date for a transfer.

These urgent needs include:

- members needing to escape abuse but who have not lived with or been sponsored by the abuser and so do not qualify for special priority status, including members being threatened or harassed by neighbors. The board of directors will establish the level of documentation required to substantiate the abuse.
- financial hardship due to the loss of a partner, or a significant drop in income, that makes the market rent unaffordable (member requests move to unit with lower market housing charge)
- a household member has a medical condition or permanent disability, and their current unit:
 - is inaccessible, or
 - substantially aggravates the condition, or
 - prevents or substantially increases the cost of treatment(Documentation needed)

Note: A separate waiting list is kept for wheelchair accessible units. Members who need a wheelchair accessible unit should ask to be placed on the "Special Needs waiting list".

Underhoused households

- Households who have more than two household members per bedroom or who have opposite-sex household members other than spouses sharing bedrooms will be placed on the waiting list after overhoused and priority households, in the order they applied for a larger unit.

Others

All other eligible applicants will be placed on the internal waiting list below special priority, overhoused, other priority and underhoused applicants, in the order they apply for a transfer.

Consideration will be given to increasing the priority of requests for transfer on compassionate grounds, where the household wishes to move because of a death of a household member.

Maintaining eligibility

Except in the case of special priority and overhoused members, when a member reaches the top of the list, the Property Manager will confirm the household is still eligible for a transfer. Before offering a unit, they will make sure:

- there are no arrears
- no late payments within the last 6 months
- no complaints about disturbing neighbors or harassing staff
- no damage to the member's unit was found in a unit inspection

Offering a unit

The Property Manager will offer a vacant unit to households on the internal transfer list in the order they appears on the waiting list.

The Property Manager may exercise discretion in the decision to offer a vacant unit to anyone on the internal transfer list other than special priority, overhoused and priority transfer requests if the resources are not available to prepare the vacating units in a given month without incurring vacancy loss.

Members will have 24 hours to decide whether to accept the unit.

A member (other than a special priority or an overhoused member) who refuses three units will be removed from the internal waiting list.

Units may be offered “as is”. The Co-op will ensure the unit meets the co-ops maintenance and safety standards, and that all electrical and plumbing fixtures are in good working order. But the Co-op may choose not to paint the unit, do minor patching, or make decorative changes to the unit.

Review of Decisions

Members can request a review of the Property Manager`s decision to declare the household to be special priority or overhoused (as required by provincial regulations).*

Members may also appeal the Property Manager`s decision to:

- refuse a transfer request
- refuse to give priority status

1. To appeal the decision, the member must write to the Property Manager within 10 business days of receiving the written decision. This letter should explain why the member disagrees with the decision, and give any information that might affect the decision.

2. If the member`s appeal to transfer, or be given special or priority status, is not upheld, the member may not apply for a transfer on the same grounds for one year.

PASSED by the Board of Directors on the _____ day of _____, 20____.

CONFIRMED at a general meeting of the Members on the ____ day of _____, 20____.

President

Secretary

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