

FIFE ROAD CO-OPERATIVE HOMES INC.

INTERNAL TRANSFER POLICY

October 25, 2009

1. Purpose

The purpose of this Policy is to set out the rules affecting the transfer of members from one unit to another unit within the “Co-operative”, referred to below as an internal transfer.

2. Required Internal Transfers

Some Co-operative households may be required by government regulation to make an internal transfer. The rules for required internal transfers will be conducted in accordance with the Social Housing Reform Act.

3. How to Request an Internal Transfer

3.1 Eligible member households who wish to apply for an internal transfer must complete the *Request for Internal Transfer* form (**attached**) and submit it to the Co-operative office.

If the request for an internal transfer is for reasons associated with a medical condition, or a physical or mental handicap that qualifies as a “disability” under the *Ontario Human Rights Code*, the member must also complete and include the *Special Needs Housing Verification Form (attached)*.

3.2 Following receipt of the *Request for Internal Transfer* an inspection of the applicant's unit will be conducted by the Co-operative.

3.3 The Board will review the *Request for Internal Transfer* and the unit inspection report and decide whether or not to approve the *Request*.

3.4 Notice of the Board's decision will be sent to the applicant in writing.

4. Eligibility for Internal Transfer

Members are eligible for an internal transfer if:

- the member has lived in their current unit for a least one year;

- the member does not owe money to the Co-operative;
- the member has a history of prompt payment of housing charges to the Co-operative;,,
- there has been a change in their household size or household circumstances which *requires* a move to a bigger or smaller unit;
- the member has properly completed and submitted the Request for Internal Transfer form.

A member household is also eligible for an internal transfer if a member of that household requires an internal transfer for reasons associated with a medical condition, or has a physical or mental handicap that qualifies as a “disability” under the *Ontario Human Rights Code* and:

- the member has lived in their current unit for a least one year;
- the member does not owe money to the Co-operative;
- the member has a history of prompt payment of housing charges to the Co-operative;
- the member has properly completed and submitted the Request for Internal Transfer form and any other form.

5. Evaluation of *Requests for Internal Transfer*

When evaluating a request for internal transfer, the Board of Directors of the Co-operative will also consider the following:

- the unit inspection report;
- the history of housing charge payments;
- length of time lived in the current unit;
- any information concerning previous internal moves, if applicable;
- any medical evidence which confirms that the member of the household requesting the transfer suffers from a mental impairment or disorder as defined in the Ontario Human Rights Code;
- whether, in the case of a transfer request for medical reasons, the transfer can be occur without undue hardship on the Co-operative, considering the costs associated with the transfer, outside sources of funding, if any, and health and safety requirements and;
- in the case of a transfer request for medical reasons, where the most appropriate accommodation cannot be provided, the availability of interim or alternative accommodation.

6. Internal Transfer Waiting List

6.1 If the Board approves the *Request for Internal Transfer*, the applicant will be placed on the Internal Transfer Waiting List in date order (the date the Board approves the *Request*).

6.2 The Board's decision to approve a *Request for Internal Transfer* will be communicated to the

applicant in writing.

7. Offering and Accepting Units

7.1 The Co-operative Co-ordinator is authorized to make offers to approved applicants on the Internal Transfer Waiting List.

7.2 When a unit becomes available for internal transfer, the Co-operative will contact the member with priority on the Internal Transfer Waiting List. If the Co-operative is unable to contact the member with priority on the Internal Transfer Waiting List within 48 hours, the unit will be offered to the next eligible member. The original household will retain its priority on the Internal Transfer Waiting List.

7.3 Approved applicants must notify the Co-operative office within 48 hours of being offered a unit whether they do or do not accept the unit. If they fail to do this, they will be considered to have refused the unit.

7.4 Once an approved applicant on the Internal Transfer Waiting List has accepted a unit, the member must vacate his or her existing unit and move into the new unit on the date specified by the Co-operative. Acceptance of the new unit may not be withdrawn without the written consent of the Board.

7.5 When a member accepts a unit, they must come into the office within 48 hours to sign a new Occupancy Agreement. This period may be extended by the Co-operative Co-ordinator for other legitimate reasons.

8. Refusing a Unit

8.1 An approved applicant may refuse a maximum of two (2) offers of internal transfer. If they refuse a third offer they will be removed from the Internal Transfer Waiting List.

9. Internal Transfer Deposit

9.1 When an approved applicant accepts a unit for internal transfer, they must pay an Internal Transfer Fee of \$500.00 in advance.

9.2 The unit being vacated will be inspected once it is empty. If there are costs to clean and/or repair the unit the member will be charged for the additional costs.

Passed by the Board of Directors of Fife Road Co-operative Homes. at a meeting properly held on October 25, 2009.

Secretary

c/s

Fife Road Co-operative Homes Inc. Request for Internal Transfer

Date	Current Unit #
Current unit size / type	Size / type of unit requested
How long have you lived in your current unit?	Have you lived in other units in the Co-op? If yes, which unit(s) and when
Why do you want to move to another unit?	
Please list all the people who live in your unit (make sure you list yourself)	

Last Name	First Name	M or F	Relationship	Date of Birth

In making this Request for Internal Transfer, I/we confirm that I/we owe no monies to the Co-op. I understand the Co-op will inspect my unit once this request is received and that a report of this inspection will be submitted to the Board along with this Request.

Print Name	Signature
Print Name	Signature
Print Name	Signature

For office use:

Date application received	<p>Arrears / Payment History</p> <p>attach copy of housing charge ledgers</p> <hr/> <p>date arrears paid in full</p>																								
Is request for transfer for medical reasons?	Particulars and evidence Provided																								
Can the transfer be accommodated without undue hardship to the Co-operative?	<p>Cost Implications</p> <p>Outside sources of funding</p> <p>Health/Safety Concerns</p>																								
Availability of interim or alternative accommodation if no undue hardship and appropriate accommodation is unavailable																									
Date of Unit Inspection	<p>General Condition of Unit</p> <table border="1" data-bbox="824 1486 1511 1675"> <thead> <tr> <th></th> <th>Good</th> <th>Fair</th> <th>Poor</th> </tr> </thead> <tbody> <tr> <td>Floors</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Walls</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cleanliness</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Attach a copy of unit inspection report</p>		Good	Fair	Poor	Floors				Walls				Cleanliness											
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Date of Board meeting to consider the Request for Internal Transfer	Board's decision																								

Date applicant given written notice of Board's decision		Date of first offer	Unit # offered
		Unable to contact applicant Offer accepted No response to offer Offer refused	
Date of second or final offer	Unit # offered	Scheduled internal transfer date	Unit # accepted
Unable to contact applicant Offer accepted No response to offer Offer refused		Date applicant given written notice of removal from Internal Transfer Waiting List, if applicable	

