

INTERNAL TRANSFER POLICY

2026

1. Introduction

Moving from one unit in the co-op to another unit is considered a privilege to living at Fife Road Co-operative Homes. Allowing members to move to another unit is not a co-op requirement unless the household is over/under housed and is required to transfer in order to continue to receive a subsidy based on the rent geared to income rules. Internal transfers are a significant expense to the co-op and may be limited to 4 household internal transfers in the fiscal year.

2. 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.

3. Required Internal Transfers

3.1 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 Housing Services Act. Households required to complete an internal transfer will take priority on the waiting list in most cases.

3.2 In situations where members of the unit require assistive mobility devices (walker/wheel chair) in order to move around in their unit, they will be given priority on the wait list for accessible units above other requests.

4. How to Request an Internal Transfer:

4.1 You must be considered a member in good standing in order to be placed on the wait list

4.2 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.

4.3 The office will have a coded wait list posted at the office. Each applicant will receive a personal code that identifies them on the list. The office will have priority codes for members that take priority over a date priority, the codes will be posted on the wait list. The details of the coding will not be posted due to privacy rules.

4.4 Following receipt of the Request for Internal Transfer an inspection of the applicant's unit will be conducted by the Co-operative prior to being offered a unit.

4.5 The manager will review the Request for Internal Transfer and the unit inspection report and decide whether or not to approve the Request.

4.6 Notice of the manager's decision will be sent to the applicant in writing.

5. Eligibility for Internal Transfer

Members are eligible for an internal transfer if:

- the member has lived in their current unit in the co-op for a minimum of one year;
- the member does not owe money to the Co-operative; including Housing charges, Member Deposit and any charge backs
- 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 members of the household must follow the co-op bylaws and policies that are in place. If the household is not following the co-op bylaws and policies in a reasonable manner, the household will be moved to the bottom of the wait list and will not be eligible for an internal transfer for a period of 6 months. If the household continues to disregard the co-op bylaws and policies, they will no longer be eligible to be on the wait list.
- 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 properly completed and submitted the Request for Internal Transfer form and any other form.
 - The member keeps their unit in good condition, reports maintenance required in a timely manner
 - The member maintains an acceptable level of housekeeping, keeps unit in a clean condition and the co-op has not received any complaints from contractors entering the unit about odors
 - The condition of the unit you are moving out of will be taken into consideration when approving a transfer, this is based on the amount of funds available for the co-op to renovate the unit being moved out of.

6. Evaluation of Requests for Internal Transfer

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

- a) the unit inspection report;
- b) the history of housing charge payments;
- c) length of time lived in the current unit;
- d) any information concerning previous internal moves, if applicable;
- e) 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. Supporting documentation is required to be provided to the co-op office on an annual basis to receive priority on the wait list

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- f) where, in the case of a transfer request for medical reasons, the transfer may be unable to occur if there is undue hardship on the Co-operative, with considering the costs associated with the transfer, outside sources of funding, if any, and health and safety requirements and,
- g) 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 may be provided.

7. Internal Transfer Waiting List

7.1 If the manager approves the Request for Internal Transfer, the applicant will be placed on the Internal Transfer Waiting List in date order (the date the manager receives the Request) unless granted priority based on provided medical documentation.

7.2 The manager's decision to approve a Request for Internal Transfer will be communicated to the applicant in writing.

7.3 If you have completed an internal transfer, you will not be eligible to complete another internal transfer for a period of 3 years unless it is a required move as outlined in # 3.

7.4 Medical priority on the waitlist will only be approved for one unit transfer in the co-op unless supporting documentation is provided indicating a new or worsening condition, or where the member was offered an interim unit transfer until the appropriate unit is available

8. Offering and Accepting Units

8.1 The Co-operative manager is authorized to make offers to approved applicants on the Internal Transfer Waiting List. The board will only provide input in circumstances where it is not outlined in the policy.

8.2 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 72 hours, the unit will be offered to the next eligible member. The original household will retain its priority on the Internal Transfer Waiting List.

8.3 Approved applicants must notify the Co-operative office within 48 hours of being offered a unit or by the deadline listed on the paperwork offering the internal transfer, (which ever is greater) whether they do or do not accept the unit. If they fail to do this, it would be considered to have refused the unit.

8.4 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 manager.

8.5 When a member accepts a unit, they must come into the office within 2 business days to sign the internal transfer agreement form. The member must meet with the financial administrator within the same week to sign the new Occupancy Agreement. This period may be extended by the manager if the unit is not yet ready for move in or for other legitimate reasons.

8.6 The members current unit will be emptied within 14 days from receiving the keys to the unit. The keys will be changed on the following business day for the old unit.

8.7 If you do require the unit past the outlined date and you want to maintain the possession of the old unit you will be charged market housing charge beginning the month of maintaining both units, this amount will be outlined in the Internal Transfer Agreement Form you will also be charged Hydro, Gas and hot water rental for as long as you maintain both units. The subsidy program does not allow you to retain 2 units at subsidy rate.

9. Refusing a Unit

9.1 An approved applicant may refuse a maximum of one (1) offer of internal transfer. If they refuse a second offer, they will be removed from the Internal Transfer Waiting List. When any unit is refused the member will be moved to the bottom of the wait list except in exception situations where the transfer is not possible, these situations to be validated by the manager.

9.2 If you have been removed from the internal wait list due to refusing 3 units, you will not be eligible to put your name on the wait list for a period of 1 year from the date of your refusal.

10. Internal Transfer Fee

10.1 When an approved applicant accepts a unit for internal transfer, they must pay an Internal Transfer Fee of \$750.00 at the time of accepting the unit. Failure to do so will result in the unit being offered to the next person on the waitlist or externally.

10.2 Every household completing a unit transfer will be required to pay the internal transfer fee of \$750.00, the only exception is if it is a required unit transfer outlined in # 3

10.3 If there are additional medical considerations outside what is listed in #3, the member may put a request in writing for a fee exception by the board of directors

10.4 If the unit transfer was initiated by the co-op and not a request of the member the \$750.00 transfer fee will not apply

10.5 The unit being vacated will be inspected once it is empty. If there are costs to clean the unit and/or repairs to the unit above typical wear and tear the member will be charged for the additional costs. Members completing the internal will be required to fully clean the unit they are moving out of. Required items such as fully clean kitchen cabinets inside and out, clean stove and fridge, wash windows and the window tracks, clean walls if they are dirty. Fully clean the bathrooms and washroom including toilets, tub and surround, sinks and flooring.

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11. Division of Member Household

If a household requests that they be divided into two separate units, and the unit is subsidized under the rent-geared-to-income status,

11.1 neither member may be in an over-housed or under-housed situation as a result of the move, unless prior approval is received by the County of Wellington Housing;

11.2 if subsidized, the member(s) remaining in the existing unit will retain as the unit receiving subsidy; the exception would be when the County of Wellington Housing and the co-op support the new unit to receive subsidy rather than the existing unit

11.3 the member(s) moving into the second unit will pay the full housing. The second unit will not be eligible for rent geared to income subsidy (RGI) and must demonstrate the ability to be able to afford the market housing charge at time of move and moving forward. Members wanting to apply for RGI (subsidy) will have to apply through the centralized wait list and reach the top of the list to receive subsidy.

11.4 the second household must prove that they are financially able to pay the full market housing charge to receive approval of the move. This may include paystubs, Notice of Assessment for all members of the second unit.

11.5 the co-op may also require prior approval from the County of Wellington Housing if the co-op has more market units than target

11.6 in the case where one larger unit is moved into two smaller units, the subsidy will remain with the originating member from the household

Request for Internal Transfer

Date:	Unit #			
Current unit size	Size of unit requested			
Type of unit being requested (please provide as much details as possible to ensure that you are offered a unit you are willing to accept)	Any other unit considerations requested (eg. end unit/186, backing farm)			
How long have you lived in your current unit?	Have you lived in other units in the Co-op?			
Why do you want to move to another unit?	If yes, which unit(s) and when			
Please list all the people who live in your unit (make sure you list yourself)				
Last Name	First Name	Gender or Preferred pronouns	Relationship	Date of Birth



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In making this Request for Internal Transfer, I/we confirm that I/we owe no monies to the Co-op. I understand that I am required to follow the bylaws and policies set out by the co-op. I understand that if I break co-op bylaws or policies, I will be moved to the bottom of internal transfer wait list and not be eligible for an internal transfer for a period of 6 months, continued breaching of co-op bylaws and policies beyond the 6 months will remove my eligibility for an internal transfer. I also understand that the co-op will inspect my current unit to establish the condition and general care taken of my unit prior to being approved to complete a unit transfer.

All individuals who are members of the unit must sign form

Print Name	Signature

For office use only:

Date application received	Arrears / Payment History			
	attach copy of housing charge ledgers			
Is request for transfer for medical reasons?	Particulars and evidence Provided			
	date arrears paid in full			
Can the transfer be accommodated without undue hardship to the Co-operative?	Cost Implications			
	Outside sources of funding			
	Health/Safety Concerns			
Availability of interim or alternative accommodation if no undue hardship and appropriate accommodation is unavailable				
Date of Unit Inspection	General Condition of Unit			
		Good	Fair	Poor
	Flooring			
	Walls			
	Countertops			
	washrooms			
	Cleanliness			
Attach a copy of unit inspection report				

For office use only:

Date applicant given written notice of Manager's decision		Date of first offer	Unit # offered
Internal Transfer Code #		Offer accepted	
		Unable to contact applicant	
		Offer refused	
		No response to offer	
Date of second or final offer	Unit # offered	Scheduled internal transfer date	Unit # accepted
Offer accepted		Date applicant given written notice of removal from Internal Transfer Waiting List, if applicable	
Unable to contact applicant			
Offer refused			
No response to offer			
Dates additional supporting documentation was provided to the co-op (annual updates required):			