

## Park Street United Wedgewood Place

Policy Name:	Internal Transfer Policy for Market Rent Units
Contact:	Arnsby Limited, 519-455-6080
Approved by Board:	N/A
Approved by General Membership:	N/A
Certified:	October 30 <sup>th</sup> , 2002

### **Reference:**

*Social Housing Reform Act 2000, 339/01, Sect 11.*  
*Social Housing Reform Act 2000, 298/01, Sect 35.1.*

### **Background:**

Tenants request transfers from time to time due to health problems, threat to their safety, location of dwelling, over or under housing and for aesthetic reasons. The Tenant Protection act of 1997 permits Housing Providers to charge an administration fee of up to \$250.00 to tenants who initiate a transfer request with in the housing complex in which they are residing.

### **Policy:**

A market rent tenant who applies for a transfer to an alternate housing accommodation with in Wedgewood must meet the following eligibility. Requirements provided there is no threat to their safety in their present accommodations:

1. Must have lived in current accommodation for twelve months.
2. Must have been up to date with rent for a minimum of six months.
3. Must have all utilities paid in full to date.
4. Must continue to meet the initial eligibility criteria.

A transfer fee of \$100.00 will be charged if:

1. The tenant initiates the transfer
2. The transfer is with in the Wedgewood housing complex

A transfer fee will not be charged if:

1. The requesting tenant meets the special priority policy eligibility status and if there is a threat to their safety.
2. The Landlord initiated the transfer because the tenant is over housed.
3. The tenant is transferring to another Housing Corporation a non profit or a Co-op.