

Park Street United Wedgewood Place

Policy Name:	Internal Transfer Policy for RGI Units
Contact:	Arnsby Limited, 519-455-6080
Approved by Board of Directors:	N/A
Approved by General Membership:	N/A
Certified:	October 30 th , 2002

Reference:

Social Housing Reform Act 2000, 339/01, Sect 11 & 14.
Social Housing Reform Act 2000, 298/01, Sect 32-34
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 subsidized 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.

Internal Transfer Policy of RGI Units:

The transfer is required due to tenant health that related to the type or location of the unit.

The tenant must pay the transfer feel if one is applicable prior to moving in the new unit.

The tenant must pay any damage costs related to the vacated unit prior to moving in other new unit. If the tenant initiated the transfer the unit into which the tenant is transferring may not be painted or otherwise refurbished.

All transfer requests will be in writing and the request placed on an internal transfer list. The tenant will be notified when a appropriate unit becomes available.

In the event of a tenant is over housed on three refusals by the tenant of proposed replacement units by the Housing Provider will be permitted. After three refusals by the tenant to take up new residence the subject tenant will no longer be deemed to be eligible for Rent Assistance and will be moved to market rent status with ninety days notice.

This policy is subject to change.