

Lois Miller Cooperative Homes Inc.

Over housing/Under housing & Internal Transfers

It is the policy of the Lois Miller Cooperative Homes Inc. to permit households receiving a subsidy or paying market to transfer in cases where the members are over housed or under housed in accordance with the funding agreements, or in the case of special needs that fall under the category of a duty to accommodate, when an appropriate unit becomes available. The co-op will respond to all transfer requests in a fair, consistent and financially responsible manner.

Households receiving a subsidy through the City of Kingston (298 Guthrie Drive) are also required to place their name on the City of Kingston's centralized waiting list.

Purpose

The purpose of this policy is to:

- outline under what circumstances a member may apply for an internal unit transfer;
- balance the needs of the non-profit's members with the needs of people hoping to move into for the first time;
- give priority to members who qualify as special priority, who are over housed in accordance with the service manager's eligibility rule regarding occupancy standards or who urgently need a different unit on health or related grounds;
- recognize the co-op's limited financial and human resources.

Scope

This policy applies to all co-op staff and property management responsible for monitoring and facilitating the movement of members within the portfolio and to all members.

The household must meet the following criteria:

- has not been given an eviction notice
- does not owe arrears or any other money to the co-op (unless financial hardship has made this household a "priority move")
- has paid its rent on time for the last six months
- has no history of damage to the unit, disturbing neighbours or harassing staff

Reference: HSA: The *Housing Services Act, 2011*

Request for internal transfer

A household requesting an internal transfer must complete an ***Internal Transfer Request*** form which must include a clear explanation on the justification for the transfer. The form must be submitted to the management office.

Completing an internal transfer

- Members must complete a satisfactory internal transfer inspection of their unit.
- Members must complete and return an ***Internal Transfer Offer*** form to the office within 24 hours of the internal transfer offer.
- Members must complete an ***Internal Transfer Agreement*** form and all requirements outlined in the agreement before obtaining occupancy of a new unit.
- Units may be offered "as is." The co-op will ensure the unit meets our maintenance and safety standards and that all electrical and plumbing fixtures are in good working order. However, the co-op may choose not to paint the unit, do minor patching, or make changes to the unit to prepare for the move.