

BIRCH GLEN CO-OPERATIVE HOME INC.

Board Policy

INTERNAL TRANSFER POLICY Procedures

Passed by the Board
of Directors:
updated
September 27, 2021

INTERNAL TRANSFER PROCEDURES

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-op, referred to below as “internal transfers”.

2. Required Internal Transfers

Some Co-op households may be required by government regulation to make an internal transfer. Set out in OReg.367/11, s.39 of the Housing Service 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 same to the Co-op office.
- 3.2 Following receipt of the *Request for Internal Transfer* an inspection of the applicant’s unit will be made by the Co-op.
- 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 to apply for an internal transfer only if:

- They have lived in their current unit for a least one year.
- They do not owe money to the Co-op.
- There has been a change in their household size or household circumstances which *requires* a move to a bigger or smaller unit, and
- They have properly completed and submitted the *Request for Internal Transfer* form.

5. Evaluation of *Requests for Internal Transfer*

When evaluating a *Request for Internal Transfer*, the Board will also consider the following:

- The unit inspection report
- The history of housing charge payments
- The length of time lived in the current unit
- Any information concerning previous internal moves, if applicable.

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-op Manager is authorized to make offers to approved applicants on the Internal Transfer Waiting List. Units will be allocated according to the priorities Set out in OReg.367/11, s.39 of the Housing Service Act.
- 7.2 When a unit becomes available for internal transfer, the Co-op will contact the member with priority on the Internal Transfer Waiting List. If the Co-op is unable to contact the member with priority on the Internal Transfer Waiting List within forty-eight (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-op office within 48 hours of being offered a unit whether they wish to accept the unit. If they fail to do so, 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-op. 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 forty-eight (48) hours to sign a new Occupancy Agreement. This period may be extended by the Manager.

8. Refusing a Unit

- 8.1 As per the Housing **Services Act, 2011, O.Reg.367/11 s.32.2; s. 50**, members receiving rent-gearred-to income (RGI) who are over housed and on the internal waiting list are entitled to **ONLY** one offer. If a member refuses an offer to a unit, they will lose their subsidy and will have to reapply to the HATCH wait list if they need subsidy.
Transfer request to the same unit size is not permitted.
Transfer request to a smaller or larger unit **MUST** be approved by the Board of Directors.
- 8.2 An approved applicant has one offer of internal transfer. If they refuse the one offer, they will be removed from the Internal Transfer Waiting List and disqualified from submitting another *Request for Internal Transfer*. If the applicant receives Rent-gearred-to- Income, they will also lose their subsidy. This is in line with the new Housing Services Act, **2011, O.Reg.367/11 s.32.2; s. 50**.

9. Internal Transfer Deposit

- 9.1 When an approved applicant accepts a unit for internal transfer, the unit must be in move in condition. The members' security deposit will cover any damages, cleaning or repairs to their unit if required.
- 9.2 The unit being vacated will be inspected once it is empty. If the Co-op determines that the unit has been left in a state of reasonable cleanliness and repair, the deposit will be returned to the member. If the unit has not been properly cleaned or if there is damage, the Co-op will use the deposit to clean and/or repair the unit. If the cost to clean and/or repair the unit is more than the deposit amount, the member will be charged for the additional costs.

Passed by the Board of Directors of Birch Glen Co-operative Homes Inc. at a meeting properly held on September 27, 2021.

c/s

Secretary

Birch Glen Co-operative Homes Inc. Request for Internal Transfer

Date	Current Unit #			
Current unit size / type	How long have you lived in your current unit?			
Size / type of unit requested	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 describe how you have participated in the Co-op:				
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		Arrears																	
Reason given for internal move:		Attach copy of housing charge ledgers																	
		Date arrears paid in full																	
Date of Unit Inspection		general condition of unit																	
Attach a copy of unit inspection report		<table> <tr> <td></td> <td>Good</td> <td>Fair</td> <td>Poor</td> </tr> <tr> <td>floors</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>walls</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>cleanliness</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		Good	Fair	Poor	floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Date of Board meeting to consider the Request for Internal Transfer		Date applicant given written notice of Board's decision																	
Board's decision:																			
Date of first offer	Unit # offered	Date of second offer	Unit # offered																
<input type="checkbox"/> unable to contact applicant <input type="checkbox"/> offer accepted <input type="checkbox"/> no response to offer <input type="checkbox"/> offer refused		<input type="checkbox"/> unable to contact applicant <input type="checkbox"/> offer accepted <input type="checkbox"/> no response to offer <input type="checkbox"/> offer refused																	
Date of third and final offer	Unit # offered	Scheduled internal transfer date	Unit # accepted																

<input type="checkbox"/> unable to contact applicant <input type="checkbox"/> offer accepted <input type="checkbox"/> no response to offer <input type="checkbox"/> offer refused	Date applicant given written notice of removal from Internal Transfer Waiting List, if applicable
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