

Little Falls Co-operative Homes Inc.

Board Policy

INTERNAL TRANSFERS

Approved by the Board of Directors
on: September 18, 2018

INTERNAL TRANSFERS

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”. This Policy takes effect October 1, 2018.

2. Required Internal Transfers

Some Co-op households may be required by government regulation to make an internal transfer. The rules for required internal transfers are set out in the Co-op’s *HSA By-law*.

3. How to Request an Internal Transfer

- 3.1 Eligible member households who wish to apply for an internal transfer must complete and submit the *Request for Internal Transfer* form to the Co-op office.
- 3.2 Following receipt of the *Request for Internal Transfer* form, the Co-op will inspect the applicant’s unit.
- 3.3 The Board will review the *Request for Internal Transfer* form 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 if:

- They have lived in their current unit for at least one year
- They do not owe any money to the Co-op
- They follow all Co-op by-laws
- 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's 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 the Co-op's *HSA* By-law.

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 forty eight (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 Co-op's Manager.

8. Refusing a Unit

8.1 An approved applicant may refuse three (3) offers of internal transfer. If they refuse a fourth (4) offer they will be removed from the Internal Transfer Waiting List and barred from submitting another *Request for Internal Transfer*.

9. Inspection of Vacated Unit

9.1 The unit being vacated will be inspected once it is empty. If the Co-op determines that the unit has not been left in a state of reasonable cleanliness and repair, the approved applicant will be charged for the costs to clean the unit and make necessary repairs.

Passed by the Board of Directors of Little Falls Co-operative Home Inc. at a meeting duly held on September 16, 2018

Secretary

Request for Internal Transfer

Date	Current Unit #			
Current unit size / type	Size / type of unit requested			
How long have you lived in your current unit?	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 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		

For office use:

Date application received		Arrears		
		Attach copy of housing charge ledgers		
Date of Unit Inspection		Date arrears paid in full		
		General condition of unit		
		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"/>
		Attach a copy of unit inspection report		
Date of Board meeting to consider the Request for Internal Transfer		Board's decision		
Date applicant given written notice of Board's decision		Date of first 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		
Date of second or 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		