



INTERNAL TRANSFER POLICY

The internal transfer policy governs your internal waiting list. The co-op must maintain a waiting list for households who have requested, or who are required to make, an internal transfer from their unit to another unit in your building. The Co-operative sets its internal transfer policy, and maintains an internal transfer list which gives priority to households within your portfolio, with some exceptions. Board and Co-op staff can monitor the wait list on a monthly basis to see how households are being transferred to other units.

The following steps are required to be considered on the Internal Transfer Waiting List;

1. All requests must be submitted in writing indicating your reasons to why you would like to transfer.
2. Acknowledge receipt of request to the member
3. The Co-op staff would need to identify the priority of the request
4. Priority level can vary from a Market unit and a RGI Unit when *special priority* (medical condition), and *over housed* is considered, according to City Guidelines.
5. RGI units will have priority over Market Units
6. RGI units can be filled by the Internal Transfer Waiting List or Housing Connection
7. Will need to follow the by-law, if applicable, with respect to the eligibility to be added to the transfer wait list
8. Bring forward the request to the board, if applicable
9. Send letter to member stating that their request has been accepted or refused.
10. Change status in HMW to "internal applicant" and updated Internal Waiting List chart

Presented and Approved by the Board of Directors on _____, 2016

President

Corporate Secretary