

CITY OF STRATFORD

INTERNAL TRANSFER POLICY

ELIGIBILITY:

A rent-geared-to-income tenant must meet the following eligibility requirements to apply for an internal transfer within the Public Housing portfolio.

- lived in their present accommodation for 24 consecutive months (except in extenuating circumstances)
- Their rent has been paid on time for a minimum of 12 months
- Any outstanding maintenance charges, Residential Tenancies Act Tribunal filing costs and Provincial Court costs have been paid in full.
- Continue to meet the eligibility for rent-geared-to-income assistance
- Current unit must be in reasonable state of repair and cleanliness and will be subject to a pre-inspection.
- Tenants cannot have any arrears at time of offer.

REASONS FOR INTERNAL TRANSFERS:

1. **OVER-HOUSED**

The Public Housing Division maintains rental accommodations and offers transfers in accordance with the Provincial Occupancy Standards contained in ON Regulation 298/01, Section 27 and 28.

A household is only eligible for rent-geared-to-income assistance for the correct bedroom size for their eligible household. Parents can agree that two children of the same sex may share a bedroom.

An over-housed situation occurs when a member of the household moves out of the rental unit, leaving an extra bedroom available. The family then becomes ineligible for that size of accommodation.

An over-housed tenant would be asked to transfer to a suitable sized unit and be placed on the chronological Internal Transfer waiting list based on the date when they first applied for rent-geared-to-income assistance. (ON Regulation 339/01 Section 11(2)3).

Over-housed transfers rank higher in priority than other households on the internal transfer list (ON Regulation 339/01 (01 Section 11(2)4).

If we do not have a suitable unit to offer a transfer and if the household remains over-housed after 12 months from date of notification, the household will be added to the Coordinated Access applicant waiting list ranking it by date of original application for the Stratford CMSM Service areas. (ON Regulation 298/01 Section 41(5)).

If an over-housed household asks to be removed from the Coordinated Access Waiting List they become ineligible for rent-gear-to-income assistance (ON Regulation 298/01 Section 33.3)

2. HEALTH AND MEDICAL CONDITION

A transfer request due to health conditions normally requires a written medical assessment from a physician indicating the nature of the problem, its degree of severity and how a transfer to another rental unit will improve the medical condition.

Transfers are considered when there is clear evidence that a medical condition exists. This must be supported by a written assessment from a medical physician.

The most common transfer request in this category is when an elderly tenant needs to relocate to a ground floor apartment from the second floor of a two story walk-up apartment building because they can no longer manage the stairs.

Tenants with mobility problems living on the upper floors of apartment buildings with elevators would also be considered for a transfer to the ground floor due to their inability to evacuate the building on their own when the elevators are out of service during a fire emergency.

Approved transfer requests would be placed on the chronological internal transfer list based on the date of transfer approval.

3. UNDERHOUSED

An under housed situation occurs when a member is added to the eligible household and the family requires an additional bedroom to reduce overcrowding. Normally, this would occur when a baby is born or a child is returned to the custody of the family.

The family would be placed on the chronological Internal Transfer waiting list for a larger unit based on the date of transfer approval.

4. TRANSPORTATION DIFFICULTIES (Work related)

An internal transfer may be considered when a tenant has a change in employment that requires them to commute to work out-of-town. This would typically occur when employment is obtained in Stratford from tenants in Mitchell, Listowel, and St. Marys etc.

Verification of the employment from an employer must be received prior to approval. An approved tenant transfer request would be placed on the chronological Internal Transfer List based on the date they are approved for transfer.

5. SAFETY CONCERNS:

A request for an internal transfer may be considered when the personal safety of a member or members of the household is at risk. This may involve incidents of assaults, stalking, harassment or abuse that is deemed to be serious and is able to be verified in writing by third party agencies such as Police, Women's Shelters, Children's Aid Society, Canadian Mental Health Assoc. Hospital Social Services or any other community agency. An approved tenant for transfer under these conditions must accept the first available unit that meets their accommodation requirements. Failure to accept such a unit could result in their removal from the Internal Waiting List.

6. ELIGIBILITY FOR TRANSFER WITH NO CAUSE

A Tenant has the right to request a transfer subject to a non refundable administrative fee of \$ 250.00. This is payable at the time an offer is confirmed. Tenants will be placed on the Internal Waiting list with the date their request is approved.