

LOM NAVA CO-OPERATIVE HOMES INC.

INTERNAL TRANSFER POLICY

Date adopted by the Board of Directors: February 9, 2004

Date confirmed by the Members: April 20, 2004

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. The rules for required internal transfers are set out in section 3 of the Co-op's SHRA By-law.

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 it to the Co-op office.
- 3.2 Following receipt of the *Request for Internal Transfer* an inspection of the applicant's unit will be conducted 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 can only apply for an internal transfer 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 positive unit inspection report
- the history of housing charge payments
- length of time lived in the current unit
- any information concerning previous internal moves, if applicable
- record of participation in Co-op activities when requesting a larger unit

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 section 3.5 of the Co-op's SHRA 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 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 48 hours to sign a new Occupancy Agreement. This period may be extended by the Co-op Manager for other legitimate reasons.

8. Refusing a Unit

- 8.1 An approved applicant may refuse two (2) offers of internal transfer. If they refuse a third offer they will be removed from the Internal Transfer Waiting List and barred from submitting another *Request for Internal Transfer*.

9. Internal Transfer Deposit

- 9.1 When an approved applicant accepts a unit for internal transfer, they must pay an Internal Transfer Deposit of \$100.00.
- 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 Lom Nava Co-operative Homes Inc. at a meeting properly held on February 9th, 2004

_____ c/s

Secretary

President

Lom Nava Co-operative Homes Inc. 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?	Describe your participation in Co-op activities during the last 12 months			
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																
	attach copy of housing charge ledgers																
Date of Unit Inspection	date arrears paid in full																
	general condition of unit <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Good</td> <td style="text-align: center;">Fair</td> <td style="text-align: center;">Poor</td> </tr> <tr> <td>floors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>walls</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>cleanliness</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><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"/>
	Good	Fair	Poor														
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cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
Date of Board meeting to consider the Request for Internal Transfer	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															
<input type="checkbox"/> unable to contact applicant <input type="checkbox"/> offer accepted <input type="checkbox"/> no response to offer <input type="checkbox"/> offer refused		Unit # accepted															
		Date applicant given written notice of removal from Internal Transfer Waiting List, if applicable															