



## **Policy for Internal Transfers**

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A policy dealing with the internal transfer process of members and their households to other units within the Co-operative.

Passed by the Board of Directors on  
the 13th day of January 2021



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## 1. Policy Statement:

Cavendish Cooperative Homes gives members the right to:

- live in their housing unit, and
- use the co-op's common facilities, and
- be involved in the governance of the co-op, and
- apply and move internally to other units within the co-op.

## 2. Purpose of the Policy

The purpose of this policy is to outline the member applicant(s)' right to apply and move to another unit in the co-op. This policy allows for internal transfers of member(s) in good standing to apply and move to another unit within the co-op before any external applicant from any waitlist. Member applicant(s) must consider their internal move to be a privilege since all members' housing charges contribute to the possible vacancy loss that results if a member moves internally in the co-op.

## 3. Criterion:

For member applicant(s) and their household to be eligible for an internal transfer the following criteria must be met:

- The member applicant(s) must be resident member for twenty-four (24) months before an internal move will be considered.
- All member applicant(s) of the household may move OR one or more-member applicant(s) of the household may apply for their own unit on the external wait list (to "split the household").
- The household cannot be in arrears.
- The member applicant(s) must be in good standing (housing charges paid in full and on time for 12 consecutive months)
- The member applicant(s) cannot be on subsidy,
- The moving member applicant(s) cannot apply for subsidy within twenty-four months of being in the new unit.

Current member applicant(s) as described above will be given a spot on the internal wait list. Current member applicant(s) applying to "split the household" will be given preference on the external wait list.

Note: Non-member applicant(s) (children of current members) cannot apply for a unit within the co-op until they apply to become members of their current unit following the same process of applying and interviewing with the Membership Committee.



## 4. PROCEDURE:

**4.1** The Internal Wait List application attached to this document is to be completed, signed, and forwarded to the office (Schedule A).

**4.2** Pending applications for full unit transfers only must have a primary inspection of their current unit and be deemed by the Board of Directors, or their delegate, to be in a clean and marketable condition on the date of inspection for the member applicant(s) to be added to the wait list. Pending applications for split-households will not require a unit inspection.

**4.3** If all criterion is met and the application is accepted by the Board of Directors at a regularly scheduled meeting, the member applicant(s) will be informed of their pending acceptance to the internal wait list. If the member applicant(s) are applying to split a unit, they will be informed and added to the external wait list.

**4.4** When a requested unit becomes available the member applicant(s) will be offered the unit.

**4.5** If a member applicant(s) rejects the available unit, their application will move to the bottom of the wait list. If a second unit is offered and not accepted, the member applicant(s) will be removed from the internal wait list and will not be eligible to reapply for one year.

If accepting the unit, the member applicant(s):

- Has 24 hours to accept and sign the new unit Member Agreement and sign the Internal Moves Agreement (attached below)
- Cannot decline once the unit has been accepted,
- Will be advised of the housing charge due on their current unit and any potential difference for the assigned unit due to size or A/C and any adjustment to their housing charge loan.

**4.6** Before Finalizing a full unit transfer only, the current unit will be re-inspected and must again be deemed by the Board of Directors, or their delegate, to be clean and in marketable condition on the date of re-inspection and they will have to return the signed Internal Transfer Agreement (Schedule B). If this is a split-household transfer, member applicant(s) will have to fill out and sign the Split Household Transfer Agreement (Schedule C).



# Schedule A

## INTERNAL WAITLIST APPLICATION

Date of the Application: \_\_\_\_\_

List all persons residing in your unit (*including members, dependents, long-term guests, etc.*)\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Unit # \_\_\_\_\_

Type of Unit: Three (3) bedroom \_\_\_\_\_ **OR** Four (4) bedroom \_\_\_\_\_

Please Circle:

Full Unit Transfer request                      OR                      Split Household Request

**Requested Type of Unit (If applicable):** Three (3) bedroom \_\_\_\_\_ OR Four (4) bedroom \_\_\_\_\_

I/we confirm that I/we meet the criterion described in the Policy for Internal Transfers and understand that I/we will be ineligible to apply for subsidy within the first twenty-four months of occupying the new unit.

Member #1 \_\_\_\_\_

Member #2 \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Signature of Co-op Office

\_\_\_\_\_  
Date

Date Application was Approved by the Board of Directors:

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## Schedule B

### FULL INTERNAL TRANSFER AGREEMENT

I/we, the undersigned members, agree to accept an **Internal Transfer** to Unit: \_\_\_\_\_.

I/we understand that our **“Move-out Date”** is: \_\_\_\_\_.

I/we understand that our new **Date of Occupancy or “Move-In Date”** is \_\_\_\_\_.

I/we agree to adhere to the timetable period prior to the Move-In Date of the assigned unit. Unit access will be coordinated between the Co-op Office and the members who have agreed to the internal move. Keys to assigned unit to be given to member(s) the day before Move-In Date.

I/we agree to **move from our unit by 4:00pm on the Move-Out Date of:** \_\_\_\_\_, **and agree to:**

- Clean our original unit (i.e., fridge, stove, tile floors and general cleaning) by 4:00pm on our move-out date.
  - If cleaning is not done satisfactorily, I/we will pay for the cleaning to be done at the current hourly rate.
- All keys to the unit must be returned to the office by 4pm on the move-out date of the vacated unit, and the locks will be changed in accordance with the Maintenance Policy #33, Section 3, item 20, e.

Member (PLEASE PRINT)	Signature of Member	Unit #
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Member (PLEASE PRINT)	Signature of Member	Unit #
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Signature of Co-op Office	Date
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## Schedule C

### SPLIT HOUSEHOLD TRANSFER AGREEMENT

I/we, the undersigned members, agree to accept an **Internal Transfer** to Unit: \_\_\_\_\_.

I/we understand that our **Date of Occupancy or “Move-In Date”** is \_\_\_\_\_.

I/we agree to adhere to the timetable period prior to the Move-In Date of the assigned unit. Unit access will be coordinated between the Co-op Office and the members who have agreed to the internal move. Keys to assigned unit to be given to member(s) the day before Move-In Date.

_____	_____	_____
Member (PLEASE PRINT)	Signature of Member	Unit #

_____	_____	_____
Member (PLEASE PRINT)	Signature of Member	Unit #

_____	_____
Signature of Co-op Office	Date

