

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: I. Social Housing	Effective Date: March 1, 2013
Topic: I.4. Tenant Policies	Replaces December 1, 2010
Subject: 4.2. Internal Transfer Requests	
Policy No. I 4.2	Page 1 of 2

POLICY

Current Manitoulin-Sudbury DSB tenants may request consideration for “transfer” to another unit within their current building. Such transfers will only be considered on the basis of medical need. i.e. requiring ground floor for medical/mobility issues.

To facilitate the applicants currently on the waiting list, existing residents will only receive consideration on every 2nd available unit.

This transfer policy does not intend to counter any Provincial eligibility or occupancy standards.

PROCEDURE

A household in good standing may request a transfer once they have lived in a unit for at least one year.

A household is considered to be in good standing if:

- It has not received an eviction notice
- It does not have arrears, or owe any monies to the Manitoulin-Sudbury DSB
- Rent has been paid on time consecutively for the past 6 months
- There is no history of damage, disturbing neighbours, or harassing staff.

To request a transfer, a tenant/household must complete a housing application in the normal fashion and provide verification of the need to transfer. (medical form or note from primary care provider)

Tenants requesting a transfer **to ground floor within their own building** who have completed the application, and meet the eligibility criteria above, will be placed on the waiting list below Special Priority applicants and over/under housed tenants in the order they apply.

Transfer request will be given consideration of every second unit that has not been taken by a Special Priority applicant or under/over- housed tenants.

Eligibility of the household will be reviewed prior to any offer of accommodations.

Consideration may be given to special circumstances where they exist, i.e.

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Policy No. I 4.2	Page 2 of 2

request to transfer units after the death of a household member.

Current residents who request a move to another unit for personal preference, may do so in writing, but may be subject to fees. **Residents, who reside in another building, will be considered in the same manner as chronological applicants.** Current residents – **with the exception of ground floor transfers for medical purposes,** do not supersede the waiting list, or receive preferential treatment over waiting applicants. No request will be considered for a tenancy less than 12 months.

On a case-by-case basis, at the discretion of the Service Manager, consideration may be given to requests made by other Providers to accept a tenant transfer between Service Managers located in different service areas. Such a transfer will not supersede Special Priority Applicants, or local priority applicants on the waiting list, but may be ranked higher than the highest chronological applicant.