

GLEN OAKS CO-OPERATIVE HOMES INC.

INTERNAL TRANSFER POLICY

November 19, 2003

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 same 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 them 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 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.
- the history of member participation in the affairs of the Co-op

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 Coordinator is authorized to make offers to approved applicants on
- 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 Coordinator 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 Glen Oaks Co-operative Homes Inc. at a meeting properly held on November 19, 2003


Secretary

c/s


President