

## GLEN OAKS CO-OPERATIVE HOMES

### WAITING LIST POLICY - INTERNAL

This policy governs the Internal Waiting Lists which will be monitored by the New Member Committee and given approval by the Board:

1. An Internal Waiting List will consist of resident members who wish to move to another unit. The Internal Waiting List will, in all cases, have priority over the External Waiting List.

2. Members may apply to relocate to any size or type of unit for which they qualify according to the Co-operative's Occupancy Guidelines. Members may specify in their request that they wish to relocate to a particular type of unit, or a particular area of the Co-op.

3. Members must live in a unit for a minimum of one year before they can apply to move to another unit, and, following an internal move, must have lived in the unit for a minimum of two years before they can apply for a second internal move. This requirement may be waived if:

- i) members are under or over housed in their present unit, or qualify for another size unit because of a change in household size;
- ii) members need to move to a less expensive unit for financial reasons;
- iii) members apply to move to a unit modified for the disabled;
- iv) any other special need which is approved by the Board.

4. Members who are in breach of their Occupancy Agreement are not eligible to relocate within the Co-op. Grounds for refusing a request to relocate include, but are not limited to:

- i) arrears (where no repayment agreement has been made with the Co-op); (Note: An exception to this provision might be allowed if a member in arrears wishes to relocate to a less expensive unit.)
- ii) failure to fulfill participation requirements; and
- iii) failure to maintain the unit in accordance with the Maintenance Policy.

If a household's request to relocate is refused because of a breach of the Occupancy Agreement, that household may appeal the decision to the Board of Directors. The unit requested will be reserved pending the appeal only if the delay does not result in a vacancy loss for the Co-op.

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5. If some, but not all, members of an existing household wish to relocate to a separate unit they may do so provided that:

- i) They have lived in the unit for the minimum period indicated in paragraph 3;
- ii) Each new household size meets the Occupancy Guidelines;
- iii) Any new residents in the household are interviewed and accepted for membership in the Co-op.

6. If a household ceases to have the size appropriate for the unit occupied, they will be required to move to an appropriate sized unit. In the case of family breakup or death of a family member, application for relocation need not be filed until a period of six months has passed.

7. Priority for relocation will generally be based on date of application. Exceptions, however, may be allowed if:

- i) Housing charge assistance is not available and a household needs to move to a less expensive unit;
- ii) A household is judged by the Committee to be severely under or over housed; or
- iii) A household is forced to vacate a unit because of fire or other forms of damage.

8. No trading of units directly between members will be allowed.

9. If a household twice turns down a unit offered that meets the conditions specified on their relocation request, their name will be placed at the bottom of the Waiting List, except in cases where the household would require housing charge assistance to move into a unit where assistance is available.

10. All requests to relocate must be submitted in writing to the Co-op Office.

11. Members must advise the Office within 48 hours of viewing a unit offered whether they wish to move to the unit.

12. Two copies of the internal waiting list will be maintained: one as a working copy for the committee and the other to be kept on file in the office.

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**13. INTERNAL MOVE POLICY**

- a) Any member in good standing may apply for an internal move and their application will be considered before any application from a non-member.
- b) When choosing between two or more member's applications for the same unit, the Board will base their decision on which applicant has the greatest need.
- c) The member's Member Deposit may be applied to cover the costs of any damage to his/her unit.
- d) The member(s) may also be held responsible for up to one month's housing charge to cover the costs of any delays they cause in filling the unit they are vacating.
- e) The member may refuse any offered move, but he/she may be removed from the waiting list for refusing a second offer.
- f) If a member's application for an internal move is turned down, the member may appeal the decision to the Board of Directors.

**14. INTERNAL MOVE POLICY ADMINISTRATION**

ii) Definitions:

- a) "Member is good standing" - a member who is not in arrears or under threat of eviction for any reason other than under or over housing.
- b) "greatest need" - decided on a case by case basis until some precedents have been set, but will include such considerations as under-housing, over-housing, financial considerations, health considerations, and length of time a household has been under or over housed.

ii) Decision making and paper flow:

- a) Once the application (see attached) has been received in the office, the Co-ordinator would notify the Board.
- b) The Board will prioritize each application and keep all applications on file.

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c) The co-ordinator will notify each applicant of their position on the waiting list.

d) When notice is given that a unit will be coming available, the Co-ordinator should be able to go to the files, determine whether or not an internal move is in order and offer the unit to the appropriate applicant (internal or external).

e) If the Member agrees to the move, the Co-ordinator will notify the Maintenance Committee and staff of the decision so they can conduct the necessary unit inspections.

f) The Co-ordinator will also keep record for bookkeeping purposes.