

# CRC Self Help Inc.

## Organizational Transfer Policy

Approved by the Board of Directors: August 21<sup>st</sup>, 2002

Revisions Approved on June 28<sup>th</sup>, 2005

### Goals

The Transfer Policy applies to any CRC Self-Help tenant who wants to move from one CRC Self-Help unit to another, either within the existing house or to another CRCSHI property.

This policy is designed to:

- Allow a CRC Self Help tenant to move from one unit to another.
- Give priority to a tenant with seniority and in good standing, an opportunity to move to a different or larger unit.
- Balance the needs of a CRC Self Help tenant with the needs of a new applicant.
- Balance the needs of CRC Self help in the management of its properties with the needs of all tenants who may be affected

### Transfer Types

There are two types of transfers:

- a. Internal Transfers
- b. External Transfers

### Eligibility

Any tenant in good standing may ask for a transfer.

A tenant is in good standing if:

- They have been in their current unit for a minimum of at least six consecutive months.
- They have not been given an eviction notice, within a 12 month period.
- They are not in arrears.
- They have paid their rent on or before the first of the month consecutively for a 12 month period.
- They have no history of damaging the unit, disturbing or harassing tenants, staff/volunteers and/or neighbours.
- They have paid and/or repaired damages caused by the tenant or their guests, prior to the transfer request.

### Maintaining Eligibility

When a tenant seeks a transfer, the housing worker will confirm the tenant's eligibility for the transfer. Before offering the unit, the housing worker will ensure the following:

- There are no arrears, for a year.
- No late payments, within the last year.
- No N4's, Mediated agreements, N5s, N6s and N7s on the tenant's file.
- All damage payments have been paid in full.
- All information on the tenant's history must be given prior to the move.

## **Priority Moves**

### **Definition:**

A Priority Move is defined as those tenants who in the opinion of the CRC Self Help need to move as quickly as possible and will be housed ahead of the other tenants on the CRC Self Help Transfer List.

Priority will be given to a tenant in the following circumstances:

- A tenant leaving a situation of abuse or harassment. (See Policy on Abuse).
- A tenant currently in dry housing who needs to move to responsibly wet housing (See Policy on Responsibly Wet and Dry Housing).
- A tenant currently residing in a responsibly wet house, who has demonstrated a desire to abstain (See Policy on Abstinence) and who needs to move to dry house.
- A tenant who is under a peace bond between themselves and another individual(s) that are residing in the same CRC Self Help properties.
- A tenant whose probation dictates that they must reside in different location from a tenant with whom they are currently residing.

## **1.) Internal Transfer Policy**

### **Definition**

An internal transfer is a transfer that occurs within the same C.R.C. Self-Help house where the tenant is residing at the time of the request for transfer.

### **Procedures – Application and Outcome**

#### a) Application

- A tenant will be made aware of vacancies within their houses.
- A tenant will request a transfer application form from their housing worker if they desire an internal transfer. (Only a tenant in good standing will be eligible for a transfer, see "Eligibility"). (**Applications forms will only made available when a vacancy occurs**).
- Priority will be given to a tenant who has seniority.
- After being informed of a unit's availability, all tenants who would like to be considered for the vacant unit, (**including those with seniority**), will give their housing worker a completed transfer request form **within a week**, of that availability.

#### b) Outcome

- If a tenant has been approved for a transfer, the housing worker will meet with the tenant to complete a new tenancy forms (tenancy agreement, waiver of responsibility and house rules) and discuss the transfer date.
- If the tenant seeking a transfer is refused a transfer by the members of another household, the tenant has the right to appeal the decision through our Appeal Procedure. (See Appeal Procedure).

## **2.) External Transfer Policy (within CRC Self-Help Housing portfolio)**

### **Definition**

An External Transfer is a move by a tenant currently residing in CRC Self Help housing into another CRC Self Help House.

### **Procedures – Application and Outcome**

#### a) Application

- Tenants will speak to their housing workers if they desire an external transfer. (Only tenants in good standing will be eligible for a transfer, see above).
- If a tenant is eligible for an external transfer, the housing worker will place their name on CRC Self Help transfer waiting list. (See attached Transfer Requisition form).
- The housing worker will inform the other housing workers of the tenants' request.
- The tenant will then follow the house interview procedures.
- Housing transfers take precedence over placements.

#### b) Outcome

- If a tenant has been approved for a transfer, the housing worker will meet with the tenant to complete a new tenancy forms (tenancy agreement, waiver of responsibility and house rules) and discuss transfer date.
- If the tenant seeking a transfer is refused a transfer by the members of another household, the tenant has the right to appeal the decision through our Appeal Procedure. (See Appeal Procedure).

### **Accepting/Offering a Unit (For Internal and External Transfers)**

- If accepted, a tenant will be offered the unit and they have a week to move into the new unit (unless there are maintenance issues).
- A tenant is obligated to pay rent on the present unit, prior to the transfer-taking place. (Rent will be transfer from the old unit to the new unit).
- A tenant is obligated to return all CRC Self Help keys prior to moving out.
- A tenant must leave all CRC Self-Help contents behind in the old unit. It cannot be transferred to the new unit. (i.e. bed, bar fridge and dresser).
- A tenant must put back the original CRC Self-Help bed in the unit prior to moving out.
- If a tenant has been offered a transfer and refuses it after the third refusal, a tenant will be placed at the end of the CRC Self Help Transfer Wait List and not be eligible until at least a full year has passed.
- If the member of a CRC Self Help house refuses a tenant a transfer, that tenant has a right to appeal (see Policy on Appeal).

**CRC Self Help Inc.**

**Transfer Request Form**

Tenant Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Housing Worker: \_\_\_\_\_

Transfer request address: \_\_\_\_\_

**Comments**

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

**Transfer Outcome**

 Approved

 Denied – Reason

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Housing Worker

\_\_\_\_\_  
CEO or Designate

\*\*\* Tenant Ledger Card Details must be attached