

Fairlea Park Housing Co-operative Inc.

By-law # 42

Membership Approval and Unit Allocation

This By-law replaces previous By-law(s) # not applicable

This By-law outlines how the Co-operative will select members and allocate units for those paying full housing charges and those receiving subsidy or housing support.

ARTICLE 1 About this By-law

This By-law takes the place of or amends all previous by-laws or decisions that deal with membership approvals, unit allocations and waiting lists. Some related provisions appear in the Co-op's Occupancy By-law, Organizational By-law, the co-op's Operating Agreement, the Ministry of Municipal Affairs and Housing Rent Geared-to-Income Handbook and the directives from the Agency for Co-operative Housing (the Agency). If there is a conflict between documents, the following will govern in order of authority:

First the *Co-operative Corporations Act* and second the Co-op's Operating Agreement the Ministry of Municipal Affairs and Housing Rent Geared-to-Income Handbook and the directives from the Agency for Co-operative Housing (the Agency) third, this by-law fourth, the Co-op's Organizational or Occupancy By-laws

1.1 Special meanings

Certain words have special meanings when used in this By-law.

(a) **“Government Requirements”**

is a term used in this By-law to refer to rules that apply to co-ops as stated in the co-op's Operating Agreement, the regulations and rules set by the Agency

(b) **“Mandate”**

means the co-op's commitment, if any, to allocate units to a specific group, such as seniors, persons with disabilities, artists etc., as established in the Co-op's Operating Agreement

(c) **“Target Plan”**

means the required minimum and maximum number of subsidized and market units and the number of modified/special needs units to be maintained in the co-op as established in the Co-op's Operating Agreement

(d) **“Overhoused”**

is the term used to describe a household where there are fewer occupants than

permitted under the minimum applicable occupancy standards.

(e) **“Underhoused”**

is the term used to describe a household where there are more occupants than permitted under the maximum applicable occupancy standards.

(f) **“Applicable Occupancy Standards”**

means the occupancy standards, if any, set out in the Co-op’s Occupancy By-law and the Occupancy Standards set by the Agency for geared-to-income households.

1.2 Aims of the process

The purpose of the application and membership approval process is to make sure that:

- a. applications are evaluated fairly against the Co-op’s membership criteria as outlined in Article 1.4
- b. applicants have enough information to decide whether they are interested in living in the Co-op
- c. the Co-op has enough information to evaluate the application
- d. the process minimizes loss of revenue caused by vacancies.

1.3 Non Discrimination

In assessing applications for membership the Co-op will comply with the *Ontario Human Rights Code* and will not discriminate against anyone in a way that is prohibited by the *Human Rights Code*. The Co-op will assess applications on the basis of the Co-op Principle of Open and Voluntary Membership (as per the International Co-operative Alliance 7 Co-operative Principles).

1.4 Membership criteria

Applicants for membership in the Co-op must meet the following standards:

- a. At least one member of the household is aged 16 years or older

- b. The household meets the Co-op's mandate
- c. The household's rental history and financial background do not give the Co-op reasonable grounds to believe the household may fail to pay the housing charge
- d. The household size meets the applicable Occupancy Standards
- e. Applicants have:
 - i. a positive attitude towards living in a community with people from different social, economic, and cultural backgrounds, and a commitment to treating other members with respect
 - ii. an interest in contributing to the operation and community life of the Co-op
 - iii. a willingness to maintain the unit in good repair

The Co-op will apply these standards equally to all applicants.

1.5 Giving notices

Rules for giving notices under this By-law will be as in the Occupancy Bylaw.

ARTICLE 2 Applying to the Co-op

2.1 Application requirements

All people wishing to live at the co-op must attend an information session and complete an application. The application will be available at the office prior to the information session or given to the attendees at the end of it. More details about information sessions are provided in Schedule B.

All applicants must apply to the Co-op on the application form that the Co-op provides. Schedule A of this By-law provides more details about the Information Session as well as a sample application form. Application forms must be complete and signed by all household members aged 16 or older.

All members of the applicant's household who are 16 years of age or older and intend to live in the Co-op must apply for membership or long-term guest status. If they do not, the Co-op will consider the application incomplete and will not continue to process it.

All applicants must go through the Co-op's membership process.

All applicants must provide proof of income in a form determined by the co-op. Students must also provide proof of fulltime status in school.

All applicants applying for a modified special needs unit must provide proof of their requirement for this type of unit.

2.2 Confidentiality

Each applicant must sign a form that gives permission for the co-op to

conduct a credit check and landlord check, for purposes of determining rental history only. The co-op will use the information obtained only in connection with the application and with the applicant's membership, if accepted. *(This consent is in the attached application form)*

2.3 Membership process

The Board may adopt procedures for dealing with member applications. Until the Board decides otherwise, the procedures will be as stated in Schedule B. The procedures shall conform to this By-law.

ARTICLE 3 Refusals and Internal Reviews

3.1 Purpose of this article

The co-op will consider all applications seriously and will not refuse applications without careful consideration. This article sets out the rules for the refusal of applicants.

3.2 Refusals

The reasons to refuse an applicant must conform to the criteria stated in Article 1.4 of this By-law, the grounds set to government requirements. The process for refusing applicants is set out by the Agency.

3.3 Internal reviews

All applicants are entitled to request an internal review of a decision to refuse their membership application. This request must be made to the Board of Directors in writing. Applicants will not have the right to appeal the Board decision. The Co-op is not required to provide a reason for refusal to the applicant.

3.4 Record of refusals

The Co-op will maintain a written record of refusals for a period of at least seven years after the day the Notice of Refusal (Form I) was given to the household. The written record will include:

- a. the board's decision to refuse
- b. copies of all Notices that were given to the applicant
- c. any materials received from the applicant
- d. the information used by the Co-op to make its decision

3.5 Re-applying after refusal

Applicants that have been refused membership can submit a new application in the future. For example, the applicants may feel that their circumstances have changed and they now meet the Co-op's membership criteria.

The Board may decide not to consider the application if they feel that the circumstances have not changed.

ARTICLE 4 Waiting Lists

4.1 Two waiting lists

There are two waiting lists in the co-op:

- a. "The Internal Waiting List"
- b. "The External Waiting List"

The "Internal Waiting List" is made up of people who live in the Co-op who

- i. are required to transfer under Agency directives, if any

- ii. are required to transfer under the Co-op's other by-laws
- iii. are a part of a geared-to-income or special needs household who have been given special priority status and have requested a transfer
- iv. want or need to move to a different unit.

The "External Waiting List" is made up of households who do not live in the co-op but have applied for a unit.

4.2 Priority

The Internal Waiting List normally has priority over the External Waiting List.

The priority may not apply in the case of an application for relocation of part of a household described in Article 5.6 where an additional geared-to-income subsidy is required. In that case, the timing of the relocation would be determined by the approval of geared-to-income subsidy by the Agency and by the Target Plan requirements.

Articles 5 and 6 of this by-law describe how the Internal and External Waiting Lists are set up and used by the Co-op.

ARTICLE 5 Internal Waiting List

5.1 Member's right to apply

Subject to Article 5.2, members may apply to transfer to any size or type of unit for which they qualify (or will qualify at the time of transfer). All households must meet any applicable occupancy standards (set out in article 6.2b) of the Occupancy Bylaw).

Members may specify that they only wish to transfer to a particular area of the Co-op, a particular type of unit or a particular unit or units.

All requests to transfer to another unit in the Co-op must be submitted to the Co-op office using a form provided by the Co-op. The Co-op may use the form attached to this By-law as **Schedule D Internal Transfer Form**.

5.2 Transfers required under the co-op's Occupancy By-law

For households that have to make a required transfer under the Co-op's Occupancy By-law the rules are set out in Article 6 of the Occupancy By-law. These households have greater priority than households described in 5.3 of this by-law.

5.3 Members requesting an internal transfer

For members requesting an internal transfer that is not required under the the Occupancy By-law, priority will be lower than households described in 5.2 and 5.3 of this by-law. Priority for determining an applicant's place in this category on the internal waiting list will be the later of:

- a. the date that a completed application for transfer is received by the co-op and
- b. the earliest date on which the member is first permitted to make an application for transfer under Article 5.5, Minimum Period of Residence.

Priority within this category is chronological unless an exception is made for such reasons as economic (a market-paying member wants to move to a less expensive unit), conflicts with neighbours or health

reasons. If a member requests an exception to the chronological list, a notice will be given to applicants higher on the list in order that they might indicate any reason why they should have preference. Confidential information on the person requesting the exception will not be given. The board will determine the order of priority for such exceptions, based on the severity of the situation.

5.4 No trading of units

No trading of units directly between members will be permitted.

5.5 Minimum period of residence

- (a) Applicants for internal transfer must have been resident as members in a unit in the Co-op for a minimum of one year immediately prior to submitting an application to transfer. Following an internal transfer, members must have been resident in that unit for a minimum of two years immediately prior to applying to transfer to another unit. These members are not eligible to apply for an internal move if they are in breach of their Occupancy Agreement with the Co-op or are not considered to be 'in good standing' in accordance to the Co-op's bylaws.
- (b) The Board may waive the one-year residency requirements set out in (a) of this section, for any the following reasons:
 - i. the number of persons in the member's household exceeds the maximum applicable occupancy standards; or
 - ii. the member's household size has changed and, as a result of the change, the household qualifies for a size of unit for which it was not previously eligible; or
 - iii. the household needs to move to a less expensive unit because of an unexpected change in financial circumstances; or

- iv. any other special need recognized by the Board exists.
- (c) A person who moved into the Co-op to join a member already resident may not apply to transfer independently of that member for a period of one year after becoming a member and will not be eligible to have the waiting period waived under (b) of this section.

5.6 Relocation of part of household

If one or more, but not all, residents who live together in a unit wish to transfer to a separate unit, they may do so provided that:

- a. at least one of the persons remaining in the original unit is a member of the Co-op and at least one of the persons moving to the new unit is a member of the Co-op;
- b. at least one member remaining in the old unit and at least one member moving to the new unit have resided in the old unit for the minimum period of residency set out in paragraph 5.5 (a) Minimum Period of Residence;
- c. the household is not in arrears or if the household is in arrears, the household complies with paragraph 5.9 Arrears;
- d. the size of the household remaining in the old unit and the size of the household moving to the new unit will, at the time of the transfer, meet the applicable occupancy standards;
- e. any new residents in a household who are 16 years of age or older are accepted for membership or given long-term guest status in the Co-op;
- f. the Board is satisfied that the household remaining in the old unit and the household moving to the new unit will meet the obligation to pay housing charges for the unit in the amount and at times they are due;

5.7 Unit allocation priority

- (a) When a unit becomes vacant, the Co-op will offer the unit to qualified members on the internal transfer list who have indicated an interest in that unit or that type of unit.

The units will be offered in accordance with the members' record dates or approved exceptions as set out in paragraph 5.3.

- (b) Accessible units are reserved for members who demonstrate a need for accessibility. Special priority shall be given to members occupying accessible units that no longer have accessibility needs. Unless the household size requires otherwise, the members will be offered a unit with the same number of bedrooms.
- (c) The unit will not be offered to anyone on the external waiting list until it has been refused by all persons on the internal transfer list who have indicated an interest in that unit or that type of unit.

5.8 Serious damage to unit

Despite anything in the Co-op's By-laws, if the Board determines that a household is required to move because of fire or other serious damage to their unit, or contamination of their unit or any other reasons that require the unit to be vacant, the board can offer any vacant unit to that household. When the household's original unit is repaired they will move back. The Board can decide to give them the option of staying in the new unit.

5.9 Arrears

A household on the internal waiting list will not be eligible to be allocated a unit that becomes available if the household is in arrears, with the exception of:

- a. an overhoused geared-to-income household

- b. a special needs household that no longer requires a special needs unit
- c. a household that has requested an internal transfer and has been given special priority status
- d. a market-paying household that wishes to transfer to a less expensive unit and has signed a Payment Agreement and is meeting the terms of the Payment Agreement.

5.10 Role of staff in making offers

- (a) Co-op staff are authorized to make offers to households that are on the internal waiting list.
- (b) Co-op staff will keep the Board up to date on information they may have regarding potential move-outs and internal moves. This is to permit offers to be made quickly.

5.11 Priority if member unavailable

If the Co-op is unable to contact the member with priority on the internal waiting list within two business days, the unit will be offered to the next eligible member on the internal waiting list. The original member will retain his or her priority on the waiting list but the household will be considered to have refused the unit. The Co-op will maintain written records of the contacts made with each household including date and time of contact.

5.12 Effect of refusals

For households that are required to move under the Co-op's Occupancy By-law because they don't meet the Co-op's occupancy standards, rules about refusals are in section 6.2 of the Occupancy By-law.

Other households on the internal waiting list may refuse two units that have been offered and retain their priority on the internal waiting list. If they refuse three units that meet the conditions specified by them in their application, they will be removed from the internal waiting list.

5.13 Notification of acceptance by applicant

- (a) For all households on the internal waiting list that have been offered a unit for which they are eligible, members must notify the Co-op office within two business days whether they wish to accept the unit. If they fail to do so, they will be considered to have refused the unit.
- (b) Once a member on the internal 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 when the unit was offered. Acceptance of the unit may not be withdrawn without the consent of the Board. Members of the household cannot appeal the Board's decision.

ARTICLE 6 External Waiting List

6.1 Maintaining the external waiting list

- (a)** The external waiting list will comprise applicants who have completed the co-op application form where required. The list will include geared-to-income households, special needs households and households applying directly to the co-op for units without geared-to-income assistance.
- (b)** The record date for determining an applicant's place on the Co-op's external waiting list will be the date when a completed application form is received.

6.2 Priority in allocating units

The Co-op must follow the Target Plan when offering units. Priority among applicants will be first to comply with the Target Plan and then according to the applicant's record date as defined in Article 6.1(b).

6.3 Offer of Units to Applicants on the External Waiting List

- (a)** Co-op staff will be authorized to make offers to households that are on the external waiting list.
- (b)** A unit will be considered available to an applicant on the external waiting list if no member who has requested an internal transfer is eligible or no such member has accepted the unit.
- (c)** When a unit becomes available to an applicant on the external waiting list, it will be offered to the first household on the external waiting list that has completed the co-op's membership process (Schedule B), has been accepted for membership, is eligible for that size and type of unit, and indicates it wants the unit.

- (d) If a household on the external waiting list accepts a unit that has been offered to them, they will not be required to take occupancy and commence payment of the housing charges for at least one full calendar month from the date they were first offered the unit. If the unit is vacant earlier, the household must make all reasonable efforts to move in and commence paying the housing charges earlier, if it can be done without financial loss to them.

6.4 Withdrawal of membership approval

Where new information about an approved applicant comes to the attention of the Co-op prior to the offer of a unit the Co-op may make any appropriate change to its waiting list or may withdraw its approval of the application for membership without liability. If approval of the application is withdrawn the application will be treated as if originally refused and the applicant will be entitled to an internal review as described in Article 3.3 of this By-law.

6.5 Priority if applicant is unavailable

If the Co-op is unable to contact the household with priority on the external waiting list within two business days, the unit will be offered to the next eligible household. The original household will retain its priority on the waiting list. In order to avoid vacancy losses, the Co-op can contact several households (in order of priority) within the time frame. The Co-op will maintain written records of the contacts made with each household including date and time of contact.

6.6 Priority if offer is refused

- (a) A household on the external waiting list may refuse a unit because the date of occupancy is less than the 60 days from the date the unit is offered without losing its priority on the waiting list.

- (b) A household on the external waiting list may refuse two units that have been offered and still retain their priority on the waiting list. Subject to Article 6.6(a), if the household refuses a third unit, it will lose its priority on the waiting list with the record date for its application being changed to the day the household turned down the third unit.

6.7 Notification of acceptance by applicant

- (a) A household offered a unit will be given two business days to decide whether to accept the unit and sign the occupancy agreement.
- (b) If the household does not, within 48 hours, inform the Co-op office, that it accepts the unit and signs the Occupancy Agreement, it will be considered to have refused the unit.
- (c) Once an applicant has accepted a unit under this Article, the acceptance may not be withdrawn without the consent of the board. The board will not be obliged to permit the withdrawal of an acceptance and the decision of the board in this regard will not be subject to an appeal.

6.8 Deposits and charges

- (a) The Co-op's Occupancy By-law, Article 3, sets out the charges required from members.
- (b) A Member Deposit is due prior to occupancy. The Co-op may allow the household to pay the Member Deposit in equal monthly installments spread out over a maximum of a year. The household must sign a Payment Agreement. The co-op will administer the implementation of this paragraph such that the member deposit does not function as a barrier to membership for lower income households.

The Co-op may not charge a Member Deposit that exceeds one month's housing charge unless it is reasonable and approved by the

membership.

The Member Deposit may be returned within sixty (60) days after the household has vacated the unit and met all of the requirements regarding vacating a unit that are in the Co-op's Occupancy By-law. The Co-op will not pay interest on the Member Deposit.

- (c) The applicant must pay the monthly housing charge beginning on the date specified in the Occupancy Agreement or on the date the member gets the keys to the unit, whichever is earlier.

ARTICLE 7 INTERNAL REVIEW OF WAITING LIST DECISIONS

ARTICLE 7.1 Right to internal review

All members and applicants can request an internal review of decisions regarding their priority on the waiting lists, acceptance of a unit or any other decision regarding the waiting lists. The review will be conducted by the Board. No one who takes part in making the original decision can take part in the internal review.

7.2 Process for internal review

The review will be conducted by the Board in accordance to an established internal review process that will be fair and objective.

ARTICLE 8 No Liability

8.1 No liability

- (a) Any commitment made by anyone that is not authorized by the Board will not create any liability for the Co-op.

The Co-op will not be liable to anyone for:

- a. any error, omission, or mistake concerning the waiting lists
 - b. the allocation of units
 - c. the failure to allocate units
- (b) The provisions of the co-op by-laws are for the benefit of the Co-op and its members. They do not create any rights in favour of non-members. Anyone who is accepted for membership will have no right to make any claim respecting any breach of this by-law or any of the other Co-op By-laws.
- (c) The Co-op will in no case have any liability if a unit is not available for occupancy on a date notified or agreed to with anyone because of failure of the prior occupant to vacate or need for repairs or maintenance work.

8.2 Matters Not Addressed in By-law

The Board will decide anything relating to membership approval and waiting lists not set out in the By-law or the Co-op's other By-laws.

PASSED by the Board of Directors and sealed with the corporate seal of the Co-op on
July 2nd, 2014.

President

(corporate seal here)

Secretary

CONFIRMED by at least two-thirds of the votes cast at a General Meeting of the
Members on March 31, 2015.

President

(corporate seal here)

Secretary

Schedule A

Sample Application Form

1. Applicant

Last Name: _____
First Name: _____
Date of Birth: _____
Female Male

Address (including postal code):

Phone (home): _____
Phone (work): _____
E-mail: _____

2. Co-Applicant

Last Name: _____
First Name: _____
Date of Birth: _____
Female Male

Address (including postal code) if it is different from the applicant's:

Phone (home) _____
Phone (work) _____
E-mail _____

3. Other household members

Last Name	First Name	Female/ Male (F / M)	Date of birth (day/month/year)

4. Unit

What size (how many bedrooms) of unit do you need? _____

Do you need an accessible unit? _____

(Note that applications for an accessible unit must be accompanied by supporting documentation.)

5. Housing Background

How long have you lived at your current address? _____

If you have lived there less than 2 years, please give your previous address.

How much do you pay in rent each month? _____

If you pay for utilities, how much do you pay? _____

Landlord's name, phone and fax number _____

6. Parking

List all vehicles belonging to the household.

Make	Colour	Licence Number

7. Pet Policy/By-Law

The co-op has a pet policy/by-law that allows **[insert what is allowed by the co-op]**. What pets do you have?

8. Household Income

Please give us the monthly before-tax income (gross income) of each household member.

Name of household member	Employer or other source of income (for example, Social Assistance, CPP, OAS)	Gross income each month

You will need to provide proof of this income.

Signatures

We are applying to be members of *Fairlea Park Housing Co-operative*.

We understand that, if the co-op accepts us for membership and offers us a unit, we must pay a yearly membership fee of *\$10.00 per member*.

We declare that all the information in this application is correct. We give the co-op permission to verify any or all of this information, and to do a landlord check and a credit check.

We understand that *Fairlea Park Housing Co-operative Inc.* will use the information to

- contact us about this application
- determine our eligibility for housing and membership in the co-op.

We understand that the information in this form and other information about us will only be disclosed to the board of directors, committees, staff, consultants and regulators of the co-op on a need-to-know basis. We understand that the co-op will destroy personal information about us that it no longer needs, subject to government requirements.

Signatures of all household members over 16 years of age:

Date: _____

Schedule B

Membership Approval Process

1. Roles and Responsibilities

The Board of Directors will delegate the responsibility for the membership process to a Membership Committee. Board members cannot be members of the Membership Committee.

The Board of Directors will appoint the members of the Membership Committee and approve the job description for the committee. The Membership Committee can be the Co-op staff, a committee of members or Co-op staff and members. All persons involved in the membership process must sign Confidentiality Agreements.

Staff and/or the Membership Committee will hold an information session for parties wishing to apply to the co-op. The applications are **only** given out at the end of the Information Sessions. Applications are not given if all household members aged 16 years or older have not attended an information session.

Information Sessions can be scheduled in advance or given on an impromptu basis.

Only staff will evaluate the application to determine if:

- the application is complete and is accompanied by all required documents
- the total household can afford the desired unit based on total household income (for Market Rent applicants)
- the household composition meets the Co-op's Occupancy Standards for the desired sized unit

Only staff will:

- conduct a credit check for every household member aged 18 or older
- conduct a landlord check for every household member aged 16 or older

Once the applicants have been approved due to total household income, household composition, credit check and landlord check, a portion of the applicant's file that does not include personal information (income, etc.) will be forwarded to the Membership Committee to book an interview.

Two members of the Membership Committee shall conduct interviews

and make recommendations to accept or refuse applications. All recommendations are forwarded to the board of directors for approval. No unit will be allocated to a household until all members of the household required by this bylaw to be interviewed have undergone an interview, unless the Board otherwise provides.

When the board decides to refuse an application, the applicant is entitled to request an internal review of the decision. The Board's decision will be final, and the applicant will not have the right to appeal this decision.

2. Interview process

The Co-op staff is responsible for conducting landlord and credit checks, completing an Application Summary Sheet, and scheduling interviews.

The Application Summary Sheet will include the following information:

- a. names, ages and relationships of the household
- b. rental history
- c. size of unit requested

The Summary Sheet will not include information on the market or geared-to-income status of the household.

An Interview Form shall be completed after each interview. It shall be in a format approved by the board and must comply with the criteria described in Articles 1.2, 1.3 and 1.4 of this By-law. The Co-op may use the Interview Form attached to this By-law as Schedule C.

Every member of a household that is 16 years of age or older must attend the interview. The interviewer (s) will complete and sign the Interview Form including their recommendations. The form will be forwarded to the Board for approval and to the Membership Committee for information only.

3. Membership Decisions

The board can make a decision to approve or refuse an application, or the board can make other decisions such as a second interview.

4. Contract between Co-op and approved Applicants

When an applicant is approved for membership there will be deemed to be a contract between the Co-op and the applicant whereby the Co-op is obligated to allocate a unit to the applicant in accordance with the Membership Approval and Unit Allocation By-law and to permit the applicant to take occupancy and become a member in accordance with the Organizational By-law.

Schedule C

Membership Interview Form (1)
To be completed by interviewers recommending acceptance

Date	Applicant(s):	Interviewer(s):
Applicant requested: modified unit <input type="checkbox"/> Yes <input type="checkbox"/> No special needs <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant requested: size of unit type of unit	Household Composition

Membership Criteria	Reasons why interviewers believe that Membership Criteria will be met
The household meets the Co-op's mandate (if any)	
The household's rental history gives the Co-op reasonable grounds to believe the household will pay the housing charge in full and on time (to be completed by staff)	
The household meets the applicable occupancy standards (to be completed by staff)	
Shows a positive attitude towards living in the co-op and is likely to treat other members with respect	
Understands a member's responsibility in contributing to the operation and life of the co-op	
Willing to maintain the unit	

General observations and comments:

Membership Interview Form (2)
To be completed by staff and/or interviewers recommending refusal

Date of Interview	Applicant(s):	Interviewer (s):
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Applicant requested: modified unit <input type="checkbox"/> Yes <input type="checkbox"/> No special needs <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant requested: size of unit type of unit	Household Composition:
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The Co-op can **REJECT** applicants for the following reasons only.
The Co-op must advise the applicant(s) and **provide details** to support this decision.

Rejected Applicant(s) Because <i>(check appropriate box)</i> :	Reasons for This Decision
<ul style="list-style-type: none"> • Household does not meet the Co-op’s mandate (if any) 	
<ul style="list-style-type: none"> • There are reasonable grounds to believe that based on the applicant’s rental history, the applicant(s) may fail to pay housing charges in the amount and at the time it is due. (to be completed by staff) 	
<ul style="list-style-type: none"> • The applicant(s) did not agree to accept the responsibilities of membership in the Co-op. 	
<ul style="list-style-type: none"> • The physical characteristics of the unit are not suitable for the applicant(s) in relation to the number, gender and ages of the members of the household (to be completed by staff - applicants will then be placed on the waiting list) 	
<ul style="list-style-type: none"> • In cases where the household is requesting special needs housing, the level of support service required by the applicant(s) is significantly greater than the level of service provided in the unit <i>or</i> • The household is not eligible for special needs housing (Note: the service manager may have the responsibility for determining special needs eligibility)	

General observations and comments:

Schedule D

Internal Transfer Application

Name: _____
Current Unit: _____
Number of bedrooms in current unit: _____
Number of bedrooms now requested: _____
Other household members who will be living with you:

Length of time in current unit: _____
Reasons for Requesting Transfer:

- Overhoused (fewer occupants than allowed under applicable occupancy standards)
- Underhoused (more occupants than allowed under applicable occupancy standards)
- Family abuse (confirmed by service manager)
- Medical condition or disability makes the unit inaccessible or aggravates a condition
- Current housing charge unaffordable (market-paying household)
- Other (specify) _____

Please add any relevant details about why you are seeking a transfer

I understand that the Internal Transfer process is subject to the provisions of the Membership Approval and Waiting List By-law and that the Co-op may require documentation to support this application to transfer.

Signed: _____
Date: _____