



## MUNICIPAL HOUSING DEPARTMENT INTERNAL TRANSFER INFORMATION PACKAGE

The Municipal Housing Department has an INTERNAL TRANSFER policy that applies only to those who receive Rent-Geared-to-Income subsidy.

### ***What is an INTERNAL TRANSFER?***

An INTERNAL TRANSFER is when a tenant either:

- a) is requested to move by their Property Manager because they are “**over-housed**” or
- b) requests the Property Manager to move to another unit or building in the Municipal Housing portfolio (*list attached*)

**NOTE:** The Social Housing Reform Act lists specific Occupancy Standards that specifies what size unit the household is eligible for, depending on the number of persons in the household.

### ***Can I apply for an INTERNAL TRANSFER?***

Internal Transfers will be considered for tenants who are:

- a) **Victims of family violence** (as defined in the regulations)
- b) **Over housed** tenants (who have too many bedrooms for family size)
- c) Approved for special **medical priority**
- d) **Under housed** (have too few bedrooms for family size)
- e) **Urgent Priority** (severe circumstances requiring a transfer)

You can ask your Property Manager for a transfer if:

- a) you have lived in your present unit for 12 months, and
- b) you are up-to-date with your rent payments (and have been for at least 6 consecutive months) prior to being transferred, and
- c) you do not have a history of damage to your unit or disturbing neighbours and
- d) you continue to meet Rent-Geared-to-Income eligibility criteria

**NOTE:** *Call your Property Manager if you have any questions about Internal Transfers.*

### ***How long do I have to wait for an INTERNAL TRANSFER?***

The length of time you will wait depends on the number of geographic areas you are willing to accept a transfer to and the turnover in the area(s) selected. You will be notified when a vacancy becomes available in the geographic area you have chosen, and the appropriated sized unit you are eligible for.

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519-759-3330

***How many choices do I get?***

If you have applied for an INTERNAL TRANSFER for any of the reasons listed, you are entitled to three offers from the locations that you have chosen to transfer to.

***Could I lose my subsidy?***

If you applied for a transfer and you are not overhoused, you will not lose your rent subsidy for refusing an offer of a transfer. You will, however, be removed from the transfer list.

If you are over-housed you will lose your subsidy if you:

- refuse three (3) offers (in total) from both the internal transfer list and the centralized waiting list (if you have applied also to this list)

In the above case, you will be notified of the “Market” rent for your current unit and will be given 90 days notice of this new rent increase taking effect.

***What if I disagree with a decision?***

In any case where a decision negatively affects a tenant, the tenant may request a Review of the decision. To request a Review, you must write to the Municipal Housing Department at the address below, within ten (10) days from the date you receive notice of an adverse decision.

***What if I want to transfer to a building outside of Municipal Housing?***

Any current Rent-Geared-to-Income tenant can apply at any time to the centralized waiting list. This can be done by calling the Housing Department at 759-3330 and requesting an application package.

You will receive a brochure outlining your Rights and Responsibilities while on the centralized waiting list. For example, you cannot be in arrears to any housing provider for rent or have damages owing.

## Buildings within the Municipal Housing Portfolio

| Building Name     | Address  | Geographic Area | Type   | No. of Units | Sizes of Units          |
|-------------------|--|-----------------|--------|--------------|-------------------------|
| Albion Towers     | 45 Albion Street, Brantford  | Central         | Senior | 70           | 1 bedroom               |
| Beckett Building  | 7 Bain Street, Brantford   | Central         | Senior | 63           | Bachelor, 1 & 2 bedroom |
| Brant Towers      | 5 Fordview Court, Brantford  | West            | Senior | 201          | 1 bedroom               |
| Lorne Towers      | 24 Colborne Street, Brantford                                      | West            | Senior | 159          | 1 bedroom               |
| Walker's Green    | 33 Main Street, Paris  | Paris           | Senior | 24           | 1 bedroom               |
| Trillium Way      | 170 Trillium Way, Paris  | Paris           | Senior | 50           | 1 bedroom               |
| Sunrise Villa     | 11 Park Ave, Burford   | Burford         | Senior | 12           | Bachelor & 1 bedroom    |
|                   |  |                 |        |              |                         |
| Heritage House    | 40 Queen St, Brantford   | Central         | Adult  | 14           | 1 bedroom               |
| Winston Court     | 18 Aberdeen, 124 Ontario & 22 Gladstone Ave, Brantford             | South           | Adult  | 120          | Bachelor & 1 bedroom    |
|                   |  |                 |        |              |                         |
| Eastdale Gardens  | 359 Darling St., Brantford   | Central         | Family | 50           | 3, 4 & 5 bedrooms       |
| Riverside Gardens | 46 – 52 Pontiac, 17 Marie & 43 – 45 Tecumseh Street, Brantford     | South           | Family | 50           | 3 & 4 bedrooms          |
| Daleview Gardens  | 676 Grey St., Brantford  | East            | Family | 30           | 2 & 3 bedrooms          |
| Branlyn Meadows   | 2 – 10 Buchanan Crescent, Brantford                                | North           | Family | 24           | 2 & 3 bedrooms          |
| Northland Gardens | 332 North Park, 56-68 Memorial Drive & 50 Hayhurst Road, Brantford | North           | Family | 70           | 2, 3, 4 & 5 bedrooms    |
| Woodlawn Meadows  | Various Brantford locations  | North           | Family | 28           | 3 & 4 bedrooms          |
| Willow St         | 40 – 50 Willow St., Paris  | Paris           | Family | 6            | 2, 3, & 4 bedrooms      |

## Buildings within the Municipal Housing Portfolio under the Rent Supplement Program

| Building Name               | Address                      | Geographic Area | Type            | No. of Units | Sizes of Units   |
|-----------------------------|------------------------------|-----------------|-----------------|--------------|--|
| Bell Lane Terrace           | 6 Bell Lane                  | West            | Senior          | 18           | Bachelor,<br>1 bedroom                                       |
| Southwick Apts.             | 47 Memorial Drive            | North           | Senior<br>Adult | 28           | 1 & 2<br>bedroom   |
| Centennial Towers           | 150 Darling Street           | Central         | Adult           | 9            | 1 bedroom  |
| City Centre<br>Apartments   | 24 Harris Avenue             | Central         | Adult           | 21           | 1 bedroom  |
| Phoenix Place               | 175 Dalhousie Street         | Central         | Adult           | 10           | 1 & 2<br>bedroom<br><b>modified<br/>accessible<br/>units</b> |
| West Centre Apts.           | 11 West Street               | Central         | Adult           | 17           | 1 bedroom<br><b>modified<br/>accessible<br/>units</b>        |
| Dunsdon Street              | 241 Dunsdon Street           | North           | Adult           | 11           | 1 bedroom  |
| Westgate Apts.              | 661 West Street              | North           | Adult           | 5            | 1 bedroom  |
| Meadows Court<br>Properties | 120 West River Street, Paris | Paris           | Adult           | 8            | 1 bedroom  |
| Chatham Street              | 109 Chatham Street           | Central         | Mixed           | 2            | 1 & 2<br>bedroom   |
| River Road                  | 54 River Road                | South           | Family          | 3            | 2 bedroom  |
| Sixth Avenue                | 111 Sixth Avenue             | South           | Family          | 4            | 2 bedroom  |
| Colborne Street East        | 994 Colborne Street, East    | East            | Mixed           | 4            | 1 & 2<br>bedroom   |
| Greystone Heights           | 474 – 494 Grey Street        | East            | Family          | 17           | 2 & 3<br>bedroom   |
| Graham Bell Estates         | 24/26/28 Helen Avenue        | West            | Mixed           | 21           | 1 bedroom  |
| Lyndsay Street              | 20 Lyndsay Avenue            | West            | Mixed           | 2            | 1 & 2<br>bedroom   |
| Cahaigne Co-op              | 76 Craig Street/Morton Ave.  | North           | Family          | 2            | 3 bedroom  |



**INTERNAL TRANSFER REQUEST**

**RETURN TO YOUR PROPERTY MANAGER**

**PLEASE PRINT**

| Address | Apt # | City | Postal Code | Telephone Number |
|---------|-------|------|-------------|------------------|
|         |       |      |             |                  |

**LIST ALL PEOPLE WHO LIVE IN THE UNIT**

| Relationship to Leaseholder | Last name | First Name | S.I.N. | Date of Birth | Sex |
|-----------------------------|-----------|------------|--------|---------------|-----|
| Leaseholder No. 1           |           |            |        |               |     |
| Leaseholder No. 2           |           |            |        |               |     |
|                             |           |            |        |               |     |
|                             |           |            |        |               |     |
|                             |           |            |        |               |     |
|                             |           |            |        |               |     |

**INCOME OF ALL PEOPLE WHO LIVE IN THE UNIT**

| Name | Source of Income | Gross Monthly Income |
|------|------------------|----------------------|
|      |                  |                      |
|      |                  |                      |
|      |                  |                      |

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|                          |                                       |  |                                    |                    |
|--------------------------|---------------------------------------|--|------------------------------------|--------------------|
| PRESENT<br>ACCOMMODATION | Type of Accommodation<br>You live in: | Number of<br>Bedrooms You<br>have now: | Date of Move Into<br>Present Unit: | Previous Transfer: |
|                          | Townhouse/House<br><br>Apartment      | Back 1 2<br><br>3 4 5                  |                                    | Yes No             |

|                           |                        |                       |                     |                    |        |
|---------------------------|------------------------|-----------------------|---------------------|--------------------|--------|
| ACCOMMODATION<br>REQUIRED | # OF BEDROOMS<br>REQ'D | Wheelchair<br>Access? | Elevator<br>Access? | One<br>Level Unit? | Other? |
|                           | 1 2 3 4 5              |                       |                     |                    |        |

|                     |                 |                |                |                            |
|---------------------|-----------------|----------------|----------------|----------------------------|
| Reason for Transfer | Personal Safety | Health Reasons | Social Reasons | Dr. 's Letter<br>Attached? |
|---------------------|-----------------|----------------|----------------|----------------------------|

Please provide details of why you are requesting a transfer:

|                    |   |
|--------------------|---|
| Area of Preference | <p>What area do you prefer to live in? Please circle.</p> <p>North      West      East      Central      Any Location</p> <p>If a specific building/community is desired please indicate:</p> |
|--------------------|---|

I understand that the information provided in this form or in attachments is collected by or for the Housing Authority pursuant to the Ontario Corporation Act, Sections 2.4 and 7, R.S.O. 1980, C.338 and the Housing Development Act, Subsection 7 (2) , R.S.O. 1980, C.209 and will only be used to determine my eligibility for the transfer applied for.

|            |  |
|------------|--|
| Date:      |  |
| Signature: |  |

**PLEASE ATTACH ALL LETTERS OF SUPPORT AND MEDICAL INFORMATION**  
**Contact your Property Manager if you require more information.**

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