



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.

SOCIAL SERVICES-HOUSING 220 Colborne Street, Brantford – Location
Mailing Address: P. O. Box 845, Brantford, ON N3T 5R7
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, 1 bedroom
Southwick Apts.	47 Memorial Drive	North	Senior Adult	28	1 & 2 bedroom
Centennial Towers	150 Darling Street	Central	Adult	9	1 bedroom
City Centre Apartments	24 Harris Avenue	Central	Adult	21	1 bedroom
Phoenix Place	175 Dalhousie Street	Central	Adult	10	1 & 2 bedroom modified accessible units
West Centre Apts.	11 West Street	Central	Adult	17	1 bedroom modified accessible units
Dunsdon Street	241 Dunsdon Street	North	Adult	11	1 bedroom
Westgate Apts.	661 West Street	North	Adult	5	1 bedroom
Meadows Court Properties	120 West River Street, Paris	Paris	Adult	8	1 bedroom
Chatham Street	109 Chatham Street	Central	Mixed	2	1 & 2 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 bedroom
Greystone Heights	474 – 494 Grey Street	East	Family	17	2 & 3 bedroom
Graham Bell Estates	24/26/28 Helen Avenue	West	Mixed	21	1 bedroom
Lyndsay Street	20 Lyndsay Avenue	West	Mixed	2	1 & 2 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 ACCOMMODATION	Type of Accommodation You live in:	Number of Bedrooms You have now:	Date of Move Into Present Unit:	Previous Transfer:
	Townhouse/House Apartment	Back 1 2 3 4 5		Yes No

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

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