



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 within City of Brantford owned buildings. Internal transfers do not apply to Market Rent or Rent Supplement tenants.

What is an INTERNAL TRANSFER?

An INTERNAL TRANSFER is when a tenant either:

- a) is requested to move by their Property Manger because they are “**over-housed**” or
- b) the tenant requests to move to another unit or building in the Municipal Housing portfolio (*list attached*) for one of the reasons listed below.

NOTE: The Housing Services 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 only 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**. Unit does not meet the physical needs of tenant
- d) **Under housed** (have too few bedrooms for family size)
- e) **Urgent Priority** (severe circumstances requiring a transfer)

You must meet these basic criteria for a transfer:

- 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 the housing office at 519-759-3330 if you have any questions about Internal Transfers.*

SOCIAL SERVICES-HOUSING 220 Colborne Street, Brantford – Location
Mailing Address: P. O. Box 845, Brantford, ON N3T 5R7
519-759-3330

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

The length of time you will wait depends on the number of lists you are willing to accept a transfer to and the turnover of those lists selected. You will be notified when a vacancy becomes available in an appropriated sized unit you are eligible for at one of the lists you have chosen.

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:

- For the first 12 months of being over-housed you may refuse offers without loss of subsidy. (You can be selective)
- After 12 months of being over-housed. You will be added to ALL lists on both the Internal and the Centralized wait lists. If you refuse two (2) offers (in total) from both the internal transfer list and the centralized waiting list you will lose your subsidy.

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 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. The Brant Access To Housing applications are at the reception desk or on the City of Brantford website www.brantford.ca .

If you are a Market Rent tenant or a Rent Supplement tenant you must apply to the regular Brant Access to Housing wait list.

You cannot be in arrears to any housing provider for rent or have damages owing.



INTERNAL TRANSFER REQUEST

PLEASE PRINT

Address	Apt #	City	Postal Code	Telephone Number

LIST ALL PEOPLE WHO LIVE IN THE UNIT

Relationship to Leaseholder	Last name	First Name	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:	Is your rent up to date?
	Townhouse/House Apartment	Back 1 2 3 4 5		

ACCOMMODATION REQUIRED	# OF BEDROOMS REQ'D	Wheelchair	Elevator	One Level Unit	Other
	1 2 3 4 5	Modified unit form required			

Reason for Transfer	Personal Safety	Over / Under housed	Health Reasons	Dr. 's Letter Attached?
	Victim of family violence		Medical note required	Must include what medical needs need to be met.

Please provide details of why you are requesting a transfer:

Personal information contained in this form or in any attachments is collected by the City of Brantford, pursuant to the Housing Services Act, 2011, Freedom of Information and Protection of Privacy Act or the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purposes of an internal transfer and/or making eligibility decisions for housing assistance and/or social assistance subsidies. The information provided may be cross-referenced with other Health & Human Services data pertaining to the household, including Ontario Works Brant, Homelessness Services, as well as Children's Services & Early Years Programs. Personal information may be disclosed to other City of Brantford or Provincial Departments or Agencies that assist in the provision of social housing or social assistance programs. Internal transfer applicants must consent to the verification, disclosure and the transfer of information given on this form and attachments by or to any of the above entities and are required to provide supporting material for the purpose of processing the application.
I/We consent to the ongoing use and disclosure of my/our personal information as described above for the purposes of social housing and/or social assistance support decisions as may be necessary.
Further, I/We acknowledge I/We have read and understand this consent."

Date:	
Signature:	

PLEASE ATTACH ALL LETTERS OF SUPPORT AND MEDICAL INFORMATION
Contact the housing office if you require more information.

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Buildings within the Municipal Housing Portfolio

Building Name	Address	Geographic Area	Type	No. of Units	Sizes of Units
Lorne Towers	24 Colborne Street, Brantford	West	Senior	159	1 bedroom
Brant Towers	5 Fordview Court, Brantford	West	Senior	201	1 bedroom
Albion Towers	45 Albion Street, Brantford	Central	Senior	70	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
Beckett Building	7 Bain Street, Brantford	Central	Senior	63	Bachelor, 1, & 2 bedroom
John Noble Apartments	97-B Mt. Pleasant St, Brantford	West	Senior	57	1 & 2 bedroom
Winston Court	18 Aberdeen, 124 Ontario & 22 Gladstone Ave, Brantford	South	Adult	120	Bachelor & 1 bedroom
Heritage House	40 Queen Street	Brantford	Adult	27	1 bedroom – some accessible
Eastdale Gardens	359 Darling St., Brantford	Central	Family	50	3, 4 & 5 Bedrooms
Northland Gardens	332 North Park, 56-68 Memorial Drive & 50 Hayhurst Road, Brantford	North	Family	70	2, 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 Cres., Brantford	North	Family	24	2 & 3 Bedrooms
Willow St	40 – 50 Willow St., Paris	Paris	Family	6	2, 3, & 4 bedrooms

A Brant Access to Housing application will need to be completed for other subsidized / Rent-Geared-to-Income housing lists.

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