

Lambton County Community Services Housing Services Department Operations Policy and Procedure Manual

SUBJECT: Internal Transfers – Housing Services Department		INDEX NO.: 2.003
EFFECTIVE: 01/10/01	APPROVED: 05/02/03	REVISED: 01/31/08

Policy: Ont. Reg. 298/01, Sections 33, 37, 41; Ont. Reg. 339/01, Part IV, Section 11.

There are three types of internal transfers for households in receipt of Rent-Geared-to-Income Assistance from the County of Lambton– Over housed, Under housed and Requested. The Housing Services Department will maintain an internal transfer list separate from the centralized waiting list.

Overhoused

A household is considered to be overhoused at any time the Housing Services Department or its agent determines the household occupies a rent-geared-to-income unit that is larger than the largest unit in which the household is eligible to receive rent-geared-to-income assistance.

Note: If a household in receipt of Rent-Geared-to-Income assistance is deemed to be over housed due to children taken into temporary care of C.A.S. the above will not apply for a period of 6 months allowing the family an opportunity to reconcile.

The Housing Services Department will initiate a transfer when a household is considered to be overhoused. The household will be notified and added to the internal transfer waiting list for the appropriate size unit and a minimum of three (3) requested complexes within the Housing Services Department Portfolio and with a ranking date of the household’s initial rent-geared-to-income application date. A household may not specify a specific unit within a complex.

If the household remains on the Internal Transfer list and has not been transferred to an appropriate sized unit within twelve (12) months, they will be placed on the Centralized Waiting List for the appropriate size unit and requested complexes serviced by the Centralized Waiting List with a ranking date of the household’s initial rent-geared-to-income application date.

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Underhoused

A household is considered to be underhoused at any time the Housing Services Department or its agent determines the household occupies a rent-geared-to-income unit that is smaller than the smallest unit in which the household is eligible to receive rent-geared-to-income assistance.

The Housing Services Department will initiate a transfer when a household is considered to be underhoused. The household will be notified and added to the internal transfer waiting list for the appropriate size unit and requested complex(es) within the Housing Services Department Portfolio and with a ranking date of the household's initial rent-geared-to-income application date.

Requested Transfers

A household may request an internal transfer for the appropriate size, type and location of unit within the Housing Services Department Portfolio for two reasons – accessibility and special priority.

Accessibility

If a household member is not able to access their unit due to physical impairment the household may request a transfer for accessibility reasons. An example is a tenant residing in a second floor apartment of a two story walk-up and no longer able to climb stairs. A household may request a transfer for accessibility reasons by completing a Request for Internal Transfer Form, Index 3.020 (see Section 3 – Forms).

A request for an internal transfer for accessibility reasons may require a Medical Transfer Eligibility Form to be completed by a physician see Index 3.022.

Once the transfer request is approved the household will be added to the internal transfer list for the appropriate location and identified as a transfer with a ranking date the Request for Internal Transfer Form was received.

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Special Priority

A household in receipt of rent-geared-to-income assistance and deemed eligible for Special Priority Status (see Special Priority – Victims of Violence Policy and Procedure Index No. 1-9) may apply for an Internal Transfer by completing a Request for Internal Transfer Form (see Section 3 – Forms).

Once deemed eligible for an Internal Transfer the household will be placed on the internal transfer waiting list and will be identified as a Special Priority and be offered geared-to-income (RGI) assisted housing ahead of anyone else on the internal transfer waiting list who does not have Special Priority status.

A special priority household ranks higher on the internal transfer waiting list than another special priority household if it is determined that the first household is at greater risk of being abused than the members of the other household. If the member of a special priority household who has been subject to abuse lives with the person who has committed the abuse, that household ranks higher on the internal transfer waiting list than another special priority household for which that is not the case.

Refusal of Offer

A household that has been determined to be over or under housed and refuses an offer of an appropriate unit will be forwarded to the centralized waiting list and remain on the internal transfer list with a ranking date of the household's initial rent-geared-to-income application date. A household that has been determined to be over housed or under housed and refuses three offers of appropriate units in total from either the Housing Provider or the Centralized Waiting List will no longer be eligible for rent geared to income assistance. A household that has been determined to be under housed and refuses three offers in total for an appropriate unit from either the Housing Provider or the Centralized Waiting List will no longer qualify for the rental unit and will be issued with a N5 Notice to Terminate Tenancy early.

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A household that has requested and been approved for an internal transfer ceases to be eligible for the transfer if it refuses three offers of an appropriate unit.

Request to Relocate

If a household is occupying a rent-geared-to-income unit and does not meet the criteria for an internal transfer but wishes to relocate to another rent-geared-to-income unit in a housing project operated by the County of Lambton the household will complete a Request to Relocate Form, see Index 3.03. A household having requested and been approved to relocate to another rent-geared-to-income unit in a housing project operated by the County of Lambton will be placed on the Centralized Waiting List and will be ranked by the date the applicant's Request to Relocate was received.