



#58 675 Noons Creek Drive Port Moody British Columbia, V3H 4S7 - www.noonscreekcoop.com

## Internal Transfer Application

Name:			
Unit #:		Date:	
Phone:		Email:	
Please indicate what size and type of unit you wish to apply for:			
2 Bedroom			
3 Bedroom - Small			
3 Bedroom - Medium			
3 Bedroom - Large			
4 Bedroom			
Please provide details on your participation within the Co-Op (last 3 years):			
Why do you wish to transfer:			
<b>Board Use</b>			
Date Reviewed:			
Officer:			
Approved:		Declined:	

## Internal Transfer Moves – Summary

(Refer to Complete Policy for further details)

### Definition

Internal moves are transfers of occupancy, whereby the primary member and occupants are vacating from one unit to another to address issues of over/under housing. Transfers may also be considered to accommodate issues of a medical condition or disability (medical certificates required) or under special circumstances to be considered by the board of directors.

- An internal transfer/move should always be considered a privilege, not a right, and must be approved by a majority vote of the Board of Directors.
- This Internal Transfer Policy applies to all new members requesting an internal transfer as well as members on the current internal transfer waiting list.
- Associate members may at some point wish to become primary members and occupy their own units.

### Eligibility for internal Transfer

Members can only apply for an internal transfer if;

- They have lived in their current unit for at least two years;
- Active participation in the coop
- Does not owe money to the co-op and have no arrears history within the last 5 years.
- Have followed all co-op policies and rules and are considered a member in good standing.
- Household income meet the criteria in the Member Selection Policy.
- There has been a change in their household size or household circumstances which requires them to move to a bigger or smaller unit and they have properly completed and submitted the request for internal transfer.
- MIMO inspection of unit to be vacated prior to the offer must meet acceptable standards and building conditions to demonstrate adequate care and attention by the member wanting to transfer. Members with units that are neglected or poorly maintained will be disqualified from the application process (See Member Responsibilities Policy).

Associate members wishing to transfer and be approved to become a primary member would be required to demonstrate that they:

- Meet membership requirements as per Coop Act/Rules
- Demonstrate active participation in the Coop
- Be a member in good standing by abiding all Coop policies and rules
- Participate in the membership interview
- Complete credit check and financially qualify to meet housing charges for housing unit preference (prior to offer to occupy)
- Are approved by majority vote by Board of directors
- Pay all share fees at time of acceptance to occupy.

Internal Transfer applicants must update their request yearly but the original application dates will be considered for priority in selection process.