

Noons Creek CO-OP Policies	Date Issued	17 April 1994
Internal Transfer Policy	Date Reviewed	31-JULY-2019
	Policy #	13

Internal Transfers/Moves

Purpose

The purpose of this policy is to set out the policies affecting the transfer of members from one unit to another unit within the co-op, referred to below as “internal transfers/moves”.

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.

Internal Waiting List

The Co-op will have a waiting list for internal transfers. Internal transfers are to be discussed and decided In-Camera at the Board meeting. The unit requesting the internal transfer and the decision arrived at In-Camera will be communicated by written or electronic correspondence. If the application is approved by the Board of Directors you will be placed on the internal waitlist according to the date the application was received.

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

How to request an internal transfer

The member households who wish to apply for an internal transfer must complete the request for internal transfer form and submit it to the Co-op office. Membership committee will review the application for completeness and accuracy and provide this form to the Board of directors.

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

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- 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).

Offering and Accepting Units

When a unit becomes available for internal transfer, the Co-op will contact the member with priority on the internal waiting list. If the Co-op is unable to contact the member on the internal transfer waiting list within 72 hours, the unit will be offered to the next eligible members.

Approved applicants must notify the Board of Directors within 48 hours of being offered a unit if they wish to accept/refuse the unit. If they fail to do so, they will be considered to have refused the unit.

Once an approved applicant on the internal transfer waiting list has accepted a unit, the member must vacate his or her existing unit and move into the new unit on the date specified by the co-op. Acceptance of the new unit may not be withdrawn without the written consent of the Board. Once you move to another unit you will be removed from the internal waitlist.

Internal transfer applicants can not place any restriction on criteria other than size of unit to meet housing needs.

Refusing a unit

An approved applicant may refuse one (1) offers of internal transfer. If they refuse a second offer, they will be removed from the internal transfer waiting list and must reapply to the board to be reaccepted on the list.

Associate Members

Associate members may apply for consideration to move to a primary member status with the intent to transfer to a vacant unit. Associate members wishing to change to primary member status and occupy a vacant unit must follow the Member Selection Criteria.

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Only one, primary member may reside in a unit per the coop act/rules and policies.

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.