



TRANSFER REQUEST FORM

For NRH Tenants Only

Office Use Only

Complete this form and return it **one** of these ways:

By Mail:

Niagara Regional Housing
P.O. Box 344
Thorold, ON L2V 3Z3

By Fax: 905-935-0476

In Person:

Niagara Regional Housing
Regional Admin Building
Campbell East

2201 St. David's Road, Thorold

Address _____	Unit # _____
City / Town _____	Postal Code _____
Home Phone # _____	Work Phone # _____
Cell Phone # _____	E-mail Address _____

HOUSEHOLD COMPOSITION

List all members of the household here		Student		Sex		Date of Birth (MM/DD/YY)	Status in Canada				
		Y	N	M	F		Canadian Citizen	Permanent Resident	Refugee/Claimant	Landed Immigrant	Native Status
Last Name	First Name										

HOUSEHOLD INCOME

Tenant Name	Source of Income	Amount Received Monthly

WHERE YOU LIVE NOW

House <input type="checkbox"/>	Townhouse <input type="checkbox"/>	Apartment <input type="checkbox"/>	Number of Bedrooms _____	Move In Date (MM/DD/YYYY) _____
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ACCOMMODATION REQUIRED

(Please use the attached Building Selection Form to choose the locations where you want to live)

Number of Bedrooms Required _____	Other Special Requirements _____
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SPECIAL CIRCUMSTANCES

Are you in an abusive relationship which may qualify you for Special Priority status?
(Request forms and documentation are required. Please see definition on the back of this form) Yes No

Are you in a situation which may qualify you for Health & Safety Priority status?
(Request forms and documentation are required. Please see definition on the back of this form) Yes No

Is this an employment related transfer request?
(Documentation is required. Please see definition on the back of this form) Yes No

Have you ever been transferred before?
If yes, please explain _____ Yes No

Pursuant to the Provincial/Municipal Freedom of Information and Protection of Privacy Act, I give my consent and authorization to Niagara Regional Housing to make inquiries to verify the information given on this form and I authorize any person, corporation or any social agency having knowledge of any such required information to release the information to Niagara Regional Housing.

Tenant Signature

Date (MM/DD/YYYY)

Tenant Signature

Date (MM/DD/YYYY)

TRANSFER POLICY

Before your transfer request is processed, your unit may be inspected. Should any maintenance charges result from the inspection, you will be required to pay the maintenance charges in full before you will be offered a transfer.

You may apply for a transfer if you meet the criteria of any of the categories listed below.

MANDATORY CATEGORY

- SPECIAL PRIORITY** Special Priority as a Victim of Abuse is special consideration that may be given to an applicant whose personal safety or the safety of another household member is at risk because of abuse by someone with whom they live with or have lived with. This priority status is given in order to help the applicant separate from the abuser. Documentation is required. Unit inspection is not required. However, you will be responsible for any damages.
- OVERHOUSED** You currently occupy a unit that has more bedrooms than your household composition allows. Unit inspection is not required. However, you will be responsible for any damages.

LOCAL PRIORITY CATEGORY

- HEALTH & SAFETY** Health & Safety status is consideration that may be given to an applicant whose personal safety is significantly at risk (other than an abusive relationship). Documentation is required.
- You must have lived in your current accommodation for 12 (twelve) consecutive months
 - You must not have any arrears for 6 (six) consecutive months
 - You must not have received more than 2 (two) previous transfers
 - Unit inspection is required

- EMPLOYMENT** Employment related transfer requests to an alternate city within the Regional Municipality of Niagara will be permitted, however, this request must be supported by documentation including, but not limited to, a job offer letter, or a pay stub, etc.
- You must have lived in your current accommodation for 12 (twelve) consecutive months
 - You must not have any arrears for 6 (six) consecutive months
 - You must not have received more than 2 (two) previous transfers
 - You may not transfer to another unit within the same community
 - Unit inspection is required

- UNDERHOUSED** You currently occupy a unit that does not have enough bedrooms for your household composition.
- You must have lived in your current accommodation for 12 (twelve) consecutive months
 - You must not have any arrears for 6 (six) consecutive months
 - You must not have received more than 2 (two) previous transfers
 - Unit inspection is required

DISCRETIONARY CATEGORY

Discretionary transfers are those tenants who wish to move to an alternate location and do not meet the criteria for any of the above transfer categories. Unit inspection is required. **Discretionary transfers are subject to a non-refundable \$250.00 administration fee payable upon application. Transfer requests received without the non-refundable \$250.00 administration fee will not be processed.** Please do not mail cash.

Transfer requests within the same community will not be considered unless the move is intended to address a special need and/or would require a modified unit. A transfer to address a special need and/or to a modified unit will not be subject to the non-refundable \$250.00 administration fee.

<p>Office Use Only</p> <p>Type of Transfer</p> <ul style="list-style-type: none"> <input type="checkbox"/> Special Priority <input type="checkbox"/> Overhoused <input type="checkbox"/> Health & Safety <input type="checkbox"/> Employment <input type="checkbox"/> Underhoused <input type="checkbox"/> Discretionary 	<p>Office Use Only</p> <p>Payment Received for Discretionary Transfer</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Cash
<p>Transfer <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date (MM/DD/YYYY) _____ By _____</p>	
<p>Additional Comments</p>	