



**APPENDIX "A"  
Policy and Procedure**

ADMINISTRATION MANUAL

<b>SUBJECT:</b>	Internal Transfer Local Rule	<b>POLICY/PROCEDURE #:</b> F-31
<b>SECTION:</b>	F- Local Rules	
<b>IMPLEMENTATION DATE:</b>	December 2014	<b>APPROVED BY:</b>
<b>REVISION DATE(S):</b>		<b>SIGNATURE:</b>
<b>REASON FOR CHANGE:</b>	Implementation of Housing Services Act (effective January 1, 2012)	
<b>RELEVANT LEGISLATION:</b>	Housing Services Act 2011, O. Reg 367/11, section 47 (5)	

**PURPOSE**

To inform all housing providers of the mandatory requirements, local rules and requirements related to the Housing Services Act (HSA) and associated regulations related to Internal Transfers.

**BACKGROUND**

The HSA requires service managers to establish a local rule for RGI internal transfers within housing provider communities.

**POLICY**

Housing providers must establish an internal transfer list for rent-geared-to-income (RGI) transfers within their communities.

Priority Orders

The priority order on the internal transfer list must comply with the *Local Priority Groups* rule for the Affordable Housing waiting list, *i.e.*, *SPP*, *Overhoused*, and *Urgent*. Special Priority (SPP) households have first priority on an internal transfer list.

Housing providers have the flexibility to include additional priorities in their own internal transfer policy, as long as they do not contravene local rules.

### Number of Offers

The maximum number of offers made to households on a housing provider's internal transfer will remain at one (*status quo*). If the household declines the offer, they will be removed from the internal transfer list. Households have the opportunity to apply to the Affordable Housing waiting list, as a new application, if they wish to move to another housing provider building (*see Policy H-4 Transfer within Service Area*).

### Operational Reviews

NRH will incorporate all new local rules and mandatory HSA requirements in the operational review templates and reports.

### Excluded - Internal Transfers within Rent Supplement Buildings

The internal transfer rule will not apply to RGI households in rent supplement units, who wish to transfer within the rent supplement landlord's building. For these requests, it is up to the landlord to approve the transfer, as the associated costs are borne by the landlord. Internal transfers in a rent supplement building are handled on a case by case basis, depending on the landlord's policies. If the landlord agrees to transfer a tenant within their building, NRH will amend all associated agreements and schedules.

### **SUPPORTING FORMS**

N/A