



ADMINISTRATION MANUAL

<b>SUBJECT:</b>	Transfer within Service Area	<b>POLICY/PROCEDURE #:</b> H - 4
<b>SECTION:</b>	Housing Programs	
<b>IMPLEMENTATION DATE:</b>	April 2013	<b>APPROVED BY:</b> General Manager
<b>REVISION DATE(S):</b> <b>REASON FOR CHANGE:</b>	Implementation of Housing Services Act (effective January 1, 2012)	<b>SIGNATURE:</b> <i>Original Signed by Lora Beckwith, General Manager</i>
<b>RELEVANT LEGISLATION:</b>	Housing Services Act, 2011, O. Reg 367/11, section 46	

**PURPOSE**

To inform all housing providers of the mandatory requirements, local rules and requirements related to the new *Housing Services Act* (HSA) and associated regulations related to transfer applications within the service area. This policy does not address housing provider internal transfers (ie. transfers from one unit to another with the provider's own portfolio).

**DEFINITIONS**

Housing providers – For the purpose of this policy, “housing providers” refers to NRH-owned (including Rent Supplement), Non-profit, and Co-operatives.

**BACKGROUND**

The former *Social Housing Reform Act (SHRA)* required that households who wished to transfer to another housing provider within the service manager area complete an application form and be placed on the service manager's Affordable Housing waiting list.

The *Housing Services Act* requires service managers to establish a local rule related to transfer applications with respect to the determination of the form of the transfer application and the information required from the household. The HSA continues to require a household to apply to the Affordable Housing waiting list in order to be transferred to another housing provider.

**POLICY**

A local rule has been established that maintains status quo, where a household who wishes to transfer to another housing provider, must complete an application form and be added to the Affordable Housing waiting list. The application form and documentation required for a transfer request will remain the same as required for new applications.

## **PROCEDURE**

Households who wish to transfer to another housing provider must complete an application form and be added to NRH's Affordable Housing waiting list. They will be added to the waiting list according to the date of their application.

## **SUPPORTING FORMS**

Application Form

## **RELATED POLICIES**