



## **Pathway Housing & Support Services Inc.**

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# MARKET RENT UNIT TRANSFERS WITHIN THE BUILDING

Due to the requirements to maintain a specified ratio of units in the building, and the costs involved with transferring units, it is not always possible to approve a transfer into *vacating* unit.

## ***Eligibility to be Considered for a Transfer***

A Market Rent household in good standing may ask for a transfer after it has lived in the building for at least **three (3) years**. You will be required to submit an application for transfer explaining the reason for the transfer. **Transfer requests will be considered on a case-by-case basis.**

A household is in good standing if:

- it has paid its rent on time for the last six months
- it does not owe arrears or any other money to PHSS
- it has never been issued an eviction notice
- it has no history of damage to their unit, never disturb neighbors or conducted any anti-social activities, including harassment of other tenants or staff.

## ***Market Rent Transfer Waiting List***

Eligible applicants for family units, located on floors 7-25, will be placed on an internal waiting list.

Should a designated senior's unit, located on floors 2-6, become available it must first be offered to the Royal Canadian Legion Branch #609 for first right of refusal. Should the Legion not have an eligible applicant for the unit, it may be available to an eligible senior for a transfer.

Seniors must be at least 65 years old at the time of occupancy of a designated senior's unit.

## ***Offering a Unit Transfer***

The Housing Manager may exercise discretion in the decision to offer a vacant unit to anyone on the internal transfer list if resources are not available to prepare the vacating units in a given month without incurring vacancy loss. If available, the Housing Manager will offer the vacant unit to the next applicable household on the internal transfer list after ensuring the household still meets the "Eligibility to be Considered for a Transfer" requirements.

Tenants will have **24 hours**, from the time notice is given, to decide whether or not to accept the offered unit. A tenant who refuses three units will be removed from the internal waiting list.

Units for transfers may be offered "as is". PHSS will ensure the unit meets maintenance and safety standards, and that all electrical and plumbing fixtures are in good working order.