

Internal Transfer Policy

1. Members will have priority over new applicants for a more desirable unit.
2. Internal transfers will be considered for the following reasons:
 - a) A change in family size which causes a move to a larger, or smaller unit;
 - b) A change in family finances which makes a move to a larger or smaller unit necessary;
 - c) A medical condition (must be accompanied by signed documentation from medical personnel);
 - d) If a member wishes to “downsize” to a smaller unit, because of financial difficulty, the participation and financial criteria may be waived, at the discretion of the Board of Directors. If, however, two or more Members wish to “downsize” to a smaller unit at the same time because of financial difficulty, priority will be given to the member showing the greatest financial need.
3. If two or more Members desire the same size unit and are approved on the same date, priority will be given to the member who has the greatest need, at the Board’s discretion.
4. Members must be active in the co-operative. A member must have been actively participating for a minimum of six months. Applicants must have completed cleaning duties, and attended 75% of all General Members Meetings in the last 12 months or sent regrets. If, after receiving approval, a Member ceases to participate, approval can be revoked at the discretion of the Board.
5. There must be no serious financial problems in the last 12 months. If Members have fallen into arrears, and have repaid these arrears, an Internal Transfer may be considered at the discretion of the Board.
6. Members must have been in residence for one year before applying.
7. The Member Loan and all deposits must be paid in full.
8. The Members must pay the increase in Member Loan prior to move-in. If the Member Loan has been decreased, the Co-op will pay the Member back, after the move has taken place.
9. Family size must meet Co-op guidelines as outlined in Bylaw 4, Occupancy Agreement, Article 6.2 (b).

Internal Transfer Policy.... cont'd

10. If a change in family size, or need occurs after the Internal Transfer has been approved, the co-op has the right to rescind the Internal Transfer Approval.
11. Prior to any internal transfer being granted, the unit of the member requesting the transfer must be inspected and reported in good condition. There will be a review of the last two annual inspection reports of that unit (if applicable).
12. The Member is responsible for leaving the vacated unit, including all alterations, fixtures and improvements in a clean and presentable condition, and is responsible for any cleaning as outlined in the Move-out Inspection Policy of Ashworth Square Co-operative.
13. The applicant's file will be updated every six months after they are approved. If a member is found not to be participating, has fallen into arrears, or has not been attending General Members Meetings, the Internal Transfer will be rescinded.
14. If an Internal Transfer has been rejected due to non participation, the Member may reapply after a twelve (12) months waiting period.
15. A Member approved for the transfer to a unit requested must move by 12:01 a.m. on the date specified by the Co-op, or pay housing charges for the unit requested and for the one occupied. Penalization will occur as outlined in our Move Out Policy.
16. An application for internal transfer will not be approved if the Board deems it to be contrary to the intent of providing fair and equal opportunity to all Members.

Right of Refusal:

Once a member is approved for an internal transfer, and a unit has been offered, the member may for whatever reason(s) refuse the unit. If the member does refuse the unit, the member will lose his/her place on the order of internal transfers and be placed at the bottom of the list. The member has the right to refuse units a total of two times. If a member refuses units twice, the member's internal transfer will be declared void and the member will have to reapply.

Upon notification of availability, the member has 48 hours to view the said unit and must report refusal or acceptance and sign any necessary paper work for the Property Co-ordinator within that 48 hours.

*Approved by the Board of Directors May 1, 1996
Approved at the General Members Meeting May 29, 1996
Amended at the Annual General Meeting, November 19, 2001*

**Ashworth Square Co-operative
Internal Transfer: Application**

Approved: _____
Rejected: _____
Date: _____

Household information

Applicant(s): _____

Unit: _____ Telephone: _____

What size unit do you wish to apply for? _____

What are your reasons for applying for an internal transfer?:

Please complete the following:

Name: list all members	participation	Co-op status: member/long-term guest

Do you now have, or plan to have, any long term guests in the near future? (If yes, please list below)

yes _____ no _____

Participation:

1. Did you attend the last General Members' Meeting? Yes _____ No _____

If *no*, why? _____

2. How many General Members' Meetings have you attended in the last year? _____

3. Have you sent regrets when you were not able to attend? Yes _____ No _____

4. On which Committees are you presently active? On what committees have you contributed to in the past year?

5. In what other ways are you contributing to Ashworth Square?

6. If you are not contributing in any way to the Co-op, tell us why.

By signing below, I/we agree that all the information on this application is complete and true.

Member signature _____ Date _____

Member signature _____ Date _____

