

**MIMICO CO-OPERATIVE HOMES INCORPORATED**  
**INTERNAL TRANSFER POLICY**  
**JANUARY 2004**

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**1. Purpose**

The purpose of this Policy is to set out the rules affecting the transfer of members from one unit to another unit within the Co-op, referred to below as "internal transfer."

**2. Required Internal Transfers**

Some Co-op households may be required by government regulation to make an internal transfer. The rules for required internal transfers are set out in section 3 of the Co-op's SHRA By-law.

**3. How to request an Internal Transfer**

3.1 Eligible member households who wish to apply for an internal transfer must complete the Request for Internal Transfer form attached as Appendix A. The completed form must be returned to the co-op office.

3.2 Following receipt of the Request for Internal Transfer an inspection of the member's unit will be conducted by the Inspection Committee or the Co-op office.

3.3 The Board will review the Request for Internal Transfer and the unit inspection report and decide whether or not to approve the request.

3.4 Notice of the Board's decision will be sent to the member in writing.

**4. Eligibility for Internal Transfer**

Members can only apply for an internal transfer if:

- they have lived in their current unit for at least one year
- they do not owe money to the Co-op
- there has been a change in their household size or household circumstances which require a move to a bigger or smaller unit
- the safety of a member in the household, and

**Mimico Co-operative Homes Incorporated**  
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- they have properly completed and submitted the Request for Internal Transfer form.

**5. Evaluation of Requests for Internal Transfer**

When evaluating a Request for Internal Transfer, the Board will also consider the following:

- the unit inspection report
- the history of housing charge payments
- length of time lived in the current unit
- any information concerning previous internal moves, if applicable
- record of participation in Co-op activities.

**6. Internal Transfer Waiting List**

- 6.1 If the Board approves the Request for Internal Transfer, the member will be placed on the Internal Transfer Waiting in date order (the date the Board approved the request).
- 6.2 The Board's decision to approve a Request for Internal Transfer will be communicated to the member in writing.

**7. Offering and Accepting Units**

- 7.1 The Co-op Co-ordinator is authorized to make offers to approved members on the Internal Transfer Waiting List. Units will be allocated according to the priorities set out in section 3.5 of the Co-op's SHRA By-law.
- 7.2 When a unit becomes available for internal transfer, the Co-op will contact the member with priority on the Internal Transfer Waiting List. If the Co-op is unable to contact the member with priority on the Internal Transfer List within 48 hours, the unit will be offered to the next eligible member. The original household will retain its priority on the Internal Transfer List.

**MIMICO CO-OPERATIVE HOMES INC.**

**Request for Internal Transfer**

Date:	Current Unit #:
Current unit size/type:	Size/type of unit requested:
How long have you lived in your current unit?	Have you lived in other units in the Co-op? If yes, which unit(s) and when
Why do you want to move to another unit?	Describe your participation in Co-op activities during the last 12 months

Please list all the people who live in your unit (make sure to list yourself)

Last Name	Fist Name	M or F	Relationship	Date of Birth

In making this request for Internal Transfer, I/we confirm that I/we owes no monies to the Co-op.

I understand that the Co-op will inspect my unit once the request is received and that a report of this inspection will be submitted to the Board along with this request.

Print Name:	Signature:
Print Name:	Signature:
Print Name:	Signature:

**MIMICO CO-OPERATIVE HOMES INC.  
INTERNAL TRANSFER POLICY**

TO: Mimico Co-operative Homes Inc.

RE: Unit Repair/Damage Agreement

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I have agreed that upon approval of by internal transfer by the Board of Directors, I will bring my unit back to the standard noted by the inspection team.

My unit will be inspected and a report will be given to the Board for their approval, after which I will be given a letter of response from the office with the Board response and a list of items to be done before I am able to transfer.

Once I have transferred to my new unit, a final inspection will be done on the old unit. If it is found that all the cleaning and repairs that were not completed, the work will be done by the co-op and charged back to my account.

I have read and understand the responsibility of this agreement

I am signing on behalf of all members of my household.

DATED at Toronto, \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name: