

**HAMILTON EAST KIWANIS NON-PROFIT HOMES INC.
INTERNAL TRANSFER FORM
(to be completed by tenant(s))**

TENANT NAME(S): _____

CURRENT ADDRESS: _____

TELEPHONE: HOME (_____) _____ CELL (_____) _____

EMAIL ADDRESS: _____

HAVE YOU APPLIED FOR A TRANSFER BEFORE? YES NO

IF YES, HAVE YOU BEEN TRANSFERRED BEFORE? YES NO

YOUR CURRENT RESIDENCE: NUMBER OF BEDROOMS: _____

DATE YOU MOVED IN: _____

CURRENT FAMILY COMPOSITION: (attach a separate sheet if necessary)

NAME	SEX	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REASON FOR REQUESTING A TRANSFER: (Attach a separate sheet if necessary)

NOTE This is a transfer form for **internal transfers** within the Kiwanis Homes portfolio **only**. To apply for other housing providers, please complete an application at Access To Housing, 350 King St E, Suite 110 (First Place), telephone 905 546-2424 ext. 3708.

PLEASE INDICATE YOUR PREFERRED AREA(S) OF RESIDENCE: (see portfolio list below)

Please note any HOUSING RESTRICTIONS (ie. stairs, allergies, elevator, etc.) on a separate page.

SIGNATURE OF TENANTS _____

DATE _____ *To ensure faster processing and to avoid unnecessary delays, please ensure the forms are complete. Incomplete forms will be returned for completion.*

****NOTE:** The fewer selections you make, the longer it will take to accommodate your transfer request. The majority of the portfolio is comprised of 2 and 3 bed units, there are VERY few 1 bed and 4 bed units available.

It is suggested that ALL families on the internal transfer wait list also have an active application at Access To Housing (350 King St E Suite 110) as another housing provider may be able to offer you housing prior to Kiwanis Homes being able to offer you a transfer.

The City of Hamilton provides transfer criteria as follows:

1. Priority is given to victims of abuse (currently at risk of life and limb)
2. Families who are overhoused (ie. too many bedrooms for size of family)
3. Families wishing to move for urgent reasons ie. stairs, allergens, social issues – supporting documents required (doctor note, police report)
4. Families who are underhoused (ie. not enough bedrooms for family size)
5. All other transfer requests

To be eligible for a transfer, you must have resided in your unit for at least a year, your rental account must be up to date and you must have paid your rent in full on the first of each month for at least the previous six months. You will receive a maximum of three offers of alternate housing.

Kiwanis Homes portfolio:

Scattered units (single family, duplex) mostly in the lower east end of the City

549 Barton Street East – 2 bedroom units, 3-storey walk up apartment

12/14/16 East Avenue North – 2 and 3 bed units, 3-storey walk up apartments

*1540 Upper Wentworth Street – 2 and 3 bed townhouse units

*110 Essling Avenue – 2 and 3 bed townhouse units

Fullerton Avenue/Princess Estates – 3 and 4 bed townhouse units

38 Hayden Street – 2 bedroom units, 3-storey walk up apartment

829/845 Rymal Road East – 2 and 3 bed townhouse units

*10 Highgate Drive, Stoney Creek – 2, 3 and 4 bed townhouse units

21 Sanford Avenue North – 3 bed two-storey apartment units, elevator in building

*71 Sanford Avenue North – 2 bed apartment units, elevator in building

*595 Rymal Road East – 2, 3 and 4 bed townhouse units

228 – 236 Charing Cross Street, Brantford – 2 and 3 bed apartment/stacked/townhouses

*these addresses have a few 1, 2 or 3 bed modified units