

ANCASTER VILLAGE NON-PROFIT HOMES
1172 OLD MOHAWK ROAD
ANCASTER, ONTARIO L9K 1K2

TRANSFER REQUEST FORM

Transfer Information:

<p>Current Unit Information:</p> <p>Unit # _____</p> <p>Name(s) _____</p> <p>Tel: _____</p> <p>Current Tenancy Status:</p> <p>Market: <input type="checkbox"/></p> <p>RGI: <input type="checkbox"/></p> <p>Current bedroom size: 2 <input type="checkbox"/> 3 <input type="checkbox"/></p> <p>Move-in Date: _____</p> <p>Current Family Composition:</p> <p>Name, sex, age</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Requesting a transfer to:</p> <p>Market: <input type="checkbox"/></p> <p>RGI: <input type="checkbox"/></p> <p>Number of Bedrooms Required:</p> <p>2 <input type="checkbox"/> 3 <input type="checkbox"/></p> <p>Preferred location within project and reason:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Reason for Seeking A Transfer:

Tenant Signature

Dated: _____

Tenant Signature

Dated: _____

Please return form to: Ancaster Village Non-Profit Homes
C/O 281 Queenston Road
Hamilton, Ontario L8K 1G9

Please note: Any inquiries regarding your transfer request should be directed to
the Manager of Residential Services @ 905-545-4654

Dear Tenant:

Re: ***Internal Transfers***

Internal Transfers apply to residents seeking an alternate unit within 1172 Old Mohawk Road. Transfer requests are evaluated and approved by a Transfer Committee. Areas of review will include over-housing or under-housing; health or medical factors; and social issues where sufficient cause has been established. All medical and social issues will be considered, provided current supportive documentation (ex. doctor note, police report, etc.) is submitted with the transfer request.

Please refer to the following *eligibility requirements:

1. A tenant may request a transfer provided that they have resided in the unit for twelve months prior to requesting the transfer.
 2. Tenants must have an up-to-date rental account and a good rental payment record for six consecutive months prior to final approval of the transfer. A good rental payment record means paying the rent on or before the first of the month. Once placed on the transfer waiting list, a good rental payment record must be maintained. Transfer requests will not be accommodated if the tenant is under final notice to vacate (ex. has received a N4 Notice to Vacate.)
 3. Each transfer application will be assigned one of three priority rankings and transfers will be offered on a chronological basis starting with Priority 1.
 - Priority 1 – Emergency
 - Priority 2 – Health
 - Priority 3 – Well Being
 4. If the reasons for transfer are outside those listed in the Transfer Policy, transfers may be allowed; however, a \$250.00 fee will be charged.
 5. If a suitable unit is refused, tenants will be removed from the transfer list and may not re-apply for a transfer on the same grounds for a minimum period of one year.
- A complete copy of the Ancaster Village Non-Profit Homes – *Transfer Policy & Eligibility Requirement is available upon request.

In some cases an ACCESS TO HOUSING (ATH) application for housing must be completed. The common waiting list for AVNPH is managed by the Access to Housing office located at 350 King Street East, Suite 110, Hamilton, – 905-546-2424 Ext. 3708.

Transfer Scenarios:

- a) Current Market tenants requesting a transfer to a RGI unit must complete an ATH application and return it to 350 King St. E. Suite 110. As a Market rent tenant applying for placement on the subsidy waiting list AVNPH will complete the Registry form named - Verification by Provider of Application Date.
- b) Current RGI tenants requesting a transfer to a RGI unit must complete the Internal Transfer form. It is recommended that you also consider completing an ATH application, as there are many other subsidized units throughout the Hamilton-Wentworth area.
- c) Current RGI and Market tenants requesting a transfer to a Market unit may complete the transfer request form. It is recommended that you consider completing an ATH application, as there are many other Non-Profit housing units throughout the Hamilton-Wentworth area.

(Subject to Change without Notice) AVNPH – October 2020