

# TRANSFER REQUEST

## Eligibility

Requests for a transfer will be accepted providing:

- The tenant(s) have resided in their current unit for a minimum of one (1) year; and
- Their tenancy is in good standing; and
- There are no outstanding debts, including chargebacks, rent arrears or audit arrears; and
- The tenant(s) are still eligible for housing; and
- The tenant(s) meet one of the Transfer Reasons below.

## Transfer Reasons

### 1. **Medical Need:**

The unit presently occupied by the tenant is (or will become) injurious to the health of the tenant or to a member of their household. **The tenant must provide a BC Housing Medical Documentation Form or letter completed by a medical practitioner** indicating how a move will improve or alleviate their medical condition. Costs associated with the completion of medical documentation are the responsibility of the tenant(s).

### 2. **Unreasonable Distance to Work or School:**

Following the date of occupancy, the tenant's school or place of employment has changed such that transportation is either unavailable when required, or is in excess of three (3) hours round-trip. For distance to work, the tenant must demonstrate job stability, and a **letter of verification of employment must be provided**. For distance to school, the tenant must provide **proof of enrollment in full-time attendance at an educational institution**. Full-time attendance means a minimum of nine units of study equaling a minimum of nine hours per week, and the program must have a minimum duration of six months in a twelve-month period.

### 3. **Social Conflict:**

Continued residence in the unit, or vicinity, will put the well-being of the tenant, or a member of their household, at serious risk from trauma, violence, harassment, or other undesirable consequences. **Police or an appropriate community resource agency must support these circumstances in writing.**

### 4. **Inappropriate Unit Size for Household:**

A change in the household composition has resulted in the unit being too big (over-housed) or too small (under-housed) for the household. Refer to page 4 for the National Occupancy Standards.

## TRANSFER REQUEST

**PLEASE PRINT OR TYPE CLEARLY**

For assistance in completing this form, please contact your Regional Office (refer to page 4 for contact information).

### A. Current Tenant Information:

LAST Name of Tenant		FIRST Name of Tenant	
Current Address (suite, house number, street, city, province, postal code (including mailing address if different))			
Home Phone	Work Phone	Message Phone	

### B. Household Composition:

(List yourself on line 1, then list all other persons in your household who will be living with you. If there are more than 8 people in your household, attach the extra names on a separate sheet.)

Full Name (last name first)	Birth Date d/m/y	Age	Gender (M/F)	Relationship to Tenant	Type of Disability (if any)	Wheelchair Requirements
1				<b>TENANT</b>		
2						
3						
4						
5						
6						
7						
8						

### C. Pets:

Do you have any household pets?  Yes (It is important that you list all pets) Number of pets: \_\_\_\_\_

Do you have a dog?  Yes Breed(s) of dog: \_\_\_\_\_

Is your dog certified under the Guide Dog and Service Dog Act?  Yes (Please attach copy of Security Programs certificate.)

Other pets? (Please indicate types and quantities) \_\_\_\_\_

Are you willing to give up your pet (if any)?  Yes  No If Yes, which one(s)? \_\_\_\_\_

### D. Transfer Reason:

Please indicate your transfer reason by selecting **one** (1) of the following four Transfer Reasons:

1-Medical Need       2-Distance to Work or School       3-Social Conflict       4-Inappropriate Unit Size

Refer to page 1 for descriptions of the transfer reasons. Transfer requests under reasons 1, 2 and 3 require supporting documentation.

Comments: (Please provide additional information on your need to transfer, including if you have any special requirements that should be taken into consideration. For example, wheelchair accessible, no stairs).

**E. Preferred Locations:**

Please list the cities, towns or specific buildings to which you would like to transfer. For specific buildings, list the Housing Registry Code by referring to the "How to Apply" and the "Housing Registry Code" columns in the housing listings. Examples of the Housing Registry Code are: AGI, CAD or 130. **If you require a smaller unit because you are currently over-housed, you must select a minimum of three (3) developments.**


**F. Declaration: Please read and sign this statement.**

**I/We declare:**

- this is my/our application; and
- all the information in it is correct and complete to the best of my/our knowledge.

**I/We authorize, pursuant to the Freedom of Information and Protection of Privacy Act (the FOI Act):**

- The Housing Registry to make any inquiries that are necessary to verify the information given in this application;
- any person, corporation or social agency to release to The Housing Registry any information pertinent to the assessment of my/our application;
- members of The Housing Registry to receive and exchange with credit bureaus and my/our previous landlords credit and other tenancy information about me/us, to be used in the decision-making process to provide me/us with housing;
- Ministry of Social Development and Poverty Reduction to release information to The Housing Registry regarding my/our income.

**I/We understand that:**

- in accordance with section 33.2(a) of the FOI Act, the information on this application may be shared with other affordable housing providers in order to increase my/our opportunities for rent-geared-to-income housing;
- this application does not constitute any agreement on the part of The Housing Registry or its members to provide me/us with housing;
- that if I/we are being considered for an available unit, housing providers will gather additional information in order to assess my/our ability to uphold the obligations of a tenancy agreement and it is my/our responsibility to provide or cause to be provided information requested to assist with this assessment;
- it is my/our responsibility to advise BC Housing of any changes to the information given in this application and to provide any supporting materials required;
- BC Housing may limit the number of offers of alternate accommodation and has the option to cancel my/our Transfer Request if I/we refuse a unit without sufficient cause or reason;
- prior to confirmation of a transfer, a pre-move-out inspection of my/our current unit may be completed and, if the current unit is in an unacceptable condition, it could result in cancellation of the Transfer Request.

Signature of Tenant	Date
Signature of Tenant	Date

**G. Office Use Only:**

AB #	Property No.	Occupancy Date	Current Unit Size	Required Unit Size
Empty Nester: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, tenant must be over 45 years old and select at least 3 developments. (Refer to page 4 for the definition of Empty Nester)		
<b>Transfer Approved</b>	Please check one of the following reasons: <input type="checkbox"/> Medical <input type="checkbox"/> Distance <input type="checkbox"/> Social <input type="checkbox"/> Under-housed <input type="checkbox"/> Over-housed (must select 3 developments)			
<b>Transfer Refused</b>	<input type="checkbox"/> Reason: _____			
Property Portfolio Manager: _____			Date: _____	

## Empty Nesters

If a family composition change arises and it results in a single tenant residing alone in a family unit, the tenant may be eligible to apply for a transfer as an “empty nester.” The single tenant must **have resided in the unit for a minimum of one (1) year** and must meet the following basic criteria:

- Be 45 years of age or older; or
- If under 45 years of age, must qualify as a person with a disability.

If the tenant meets the above criteria, they will be eligible to apply to a bachelor or a one-bedroom unit. The tenant must complete a Transfer Request form within three (3) months of becoming over-housed, and identify a minimum of three (3) developments to which they are willing to relocate.

If the above criteria of an “empty nester” are not met, single tenants in over-housed situations will be issued a ninety (90) day Notice to End their tenancy.

## National Occupancy Standards

Due to the limited supply of affordable housing, the following standards are applied to ensure households are placed, wherever possible, in a unit with the correct number of bedrooms for the size of their household:

- No more than two and no less than one person per bedroom.
- Couples and spouses share a bedroom.
- Parents do not share a bedroom with their children.
- Dependent people aged 18 or older do not share a bedroom.
- Dependents of the opposite gender aged five and older do not share a bedroom.

Single tenants are considered to be adequately housed in a bachelor unit.

## Request to transfer part of a household

Request to transfer one or more tenants in a household to a new unit, while the remaining tenants continue to reside in the current unit, may be considered. Both the transferring household and the household remaining in the current unit must have lived in the unit for a minimum of one year and meet the basic eligibility requirements for applying for housing.

## Contact Information

Tenants living in developments managed by BC Housing should forward their completed Transfer Request form to the attention of their Property Portfolio Manager at the nearest BC Housing regional office:

### Lower Mainland Directly-Managed Office

510 – 369 Terminal Avenue  
Vancouver, BC V6A 4C4  
Phone: 604 609-7024

### Interior Region Office

451 Winnipeg Street  
Penticton, BC V2A 5M6  
Phone: 250 493-0301  
Toll-Free: 1-800 834-7149

### Vancouver Island Region Office

201 – 3440 Douglas Street  
Victoria, BC V8Z 3L5  
Phone: 250 475-7550  
Toll-Free: 1-800 787-2807

### Northern Region Office

1380 2<sup>nd</sup> Avenue  
Prince George, BC V2L 3B5  
Phone: 250 562-9251  
Toll-Free: 1-800 667-1235

Tenants outside the Lower Mainland living in developments managed by non-profit societies, or members in a co-operative, should forward their completed transfer request form to the nearest regional office. Non-profit tenants and co-operative members living in the Lower Mainland should forward their form to:

### Home Office

101 – 4555 Kingsway,  
Burnaby, BC V5H 4V8  
Phone: 604 433-2218  
Toll-Free: 1-800 257-7756