

Misty Ridge Housing Co-op

Internal Transfers Policy

Intent of Policy:

When filling a vacant unit, complying with the intent and requirements the Co-op Operating Agreement and Rules, CMHC and BC Housing Operating Agreements will take first precedence.

Second precedence will be given to Members approved for a unit transfer.

Third precedence will be given to Associate Members applying to become a Principle Member in an independent unit. They will be placed on a waiting list to be considered according to the dates of their applications.

Fourth precedence will be applicants on the external waitlist

Policy:

Requirements for an Internal Transfer of a unit are as follows:

- Must have lived in their unit for a minimum of one year before applying for an internal transfer to another unit.
- Member must be in good standing according to the Occupancy Agreement and Rules of the Co-op.
- Members unit must be in good repair and approved as such by the Inspection Committee. (Inspection to be done within 48 hours of their acceptance to transfer)
- Member needs to be appropriately housed in the new unit according to the National Occupancy Standards
- Member must have not had any late payments in the last 12 months nor any current arrears.
- Member must accept unit to co-op standards, to minimize costs to Co-op
- Internal transfers are limited to one per move out

Requirements for an Associate Members applying to become a Principle Member in an independent unit are as follows:

- Must be an Associate Member for one full year before applying to become a Principle Member in an independent unit.
- Must complete a formal application for membership and indicate on the application form that they are Associate Members living in the Co-op.
- Attend an interview by the Welcoming Committee who will make recommendations to the board.

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- Attend an Orientation Meeting or complete current Welcoming Committee process as all new applicants would
- Be an Associate Member in good standing according to the Occupancy Agreement and Rules of the co-op.
- Member needs to appropriately housed in the new unit according to the National Occupancy Standards
- Member must have not had any late payments in the last 12 months nor any current arrears.

Members and Associate Members will be given 24 hours to accept the internal transfer and they may only reject transfer offers twice. After that they will have to reapply, which may affect their place on the waiting list.

RESOURCES NEEDED:

- Application Form
- Applications Waitlist
- BC Housing Operating Agreement
- CMHC Operating Agreement