



Operational Policy and Procedure

POLICY: Lateral Transfer Policy

DATE: March 30, 2016

MOTION 16-05

BACKGROUND:

The Greater Sudbury Housing Corporation's Lateral Transfer Policy applies to applicants on the City of Greater Sudbury (CGS) wait list who want to move from one Greater Sudbury Housing Corporation (GSHC) unit to another of the same bedroom size. This policy has been designed to:

- Allow GSHC tenants who are external applicants to move from one unit to another
- Balance the needs of current GSHC tenants with the needs of new RGI applicants who are on the CGS Housing Registry wait list.

General Eligibility Criteria:

Any household may apply for a lateral transfer if they meet the following criteria:

- Resided in existing unit for a minimum of one (1) year if applying for apartment, row or townhouse unit
- Resided in existing unit for a minimum of five (5) years if applying for a semi-detached or single dwelling unit
- They currently do not owe any monies to GSHC
- They have not received any Notices To End Your Tenancy Early for Non-Payment of Rent (N4) in the last twelve (12) months
- They have not received any other Notices To End Your Tenancy for any other reasons for six (6) months
- There are no damages to the unit

When a tenant reaches the top of the City of Sudbury central waitlist, the Property Manager will confirm the household is still eligible for a lateral transfer by:

- Verification that there are no arrears on the account
- Verification that they have not received any Notices To End Your Tenancy based on the term mentioned above
- Request that an inspection be conducted by the Maintenance Department within ten (10) business days to ensure there are no damages to the unit

An administration fee of \$250.00 must be paid by the tenant upon transferring of units.

Review of Decisions

Tenants may also appeal the Property Manager's decision to refuse a lateral transfer request.

1. To appeal the decision, the tenant must write to the Internal Review Committee within 10 business days of receiving the written decision. This letter should explain why the tenant disagrees with the decision, and give any information that might affect the decision. In this letter, the tenant may also ask to meet with the Internal Review Committee.
2. Reviews will be handled following the Internal Review Committee's normal procedure. (See Internal Review Policy) All decisions of the Internal Review Committee are final.
3. If the tenant's appeal to transfer is not upheld by the Internal Review Committee, the tenant may not apply for a transfer on the same grounds for one year.



Refusal of Transfer

Name: _____

Address: _____

City: _____ Prov: _____ Phone: _____

Reason for refusing the transfer (check all that apply)

- Arrears
- Social Problems
- Housekeeping / Damages
- Late Rent Payments
- Other Reasons

Notes: _____

Signature: _____ Date: _____