



Northumberland County Housing Corporation Internal Transfer Request Form

Households in “good standing” may ask for an internal transfer after they have lived in a Northumberland County Housing Corporation (NCHC), Strong Communities or Commercial Rent Supplements unit for at least two years. A household is in good standing if:

- No eviction notice given within the last six months
- No rent arrears owing
- Rent paid on time for at least six consecutive months within the past 12 months
- No malicious damage to the unit for past 12 months, and
- There are no record(s) of complaint(s) of disturbing or harassing neighbours and staff in the past 6 months

An offer may be withdrawn if at any point you do not meet the above eligibility requirements.

It is understood that that there must be someone on the wait list to fill the vacancy that will be created due to the transfer. If there is no one on the wait list, the transfer may be approved but not actioned until such time as someone is on the wait list to fill the vacancy.

All tenants requesting an internal transfer may be required to pay a \$250 fee.

Be sure to complete all sections of this form, and then mail or deliver your completed Internal Transfer Request Form to:

Northumberland County Housing Corporation
555 Courthouse Road, Cobourg ON K9A 5J6

Notice with Respect to the Collection of Personal Information

This information is collected under the legal authority of the Housing Services 2011 for the purpose of administering the Social Housing Programs prescribed in this act and its associated regulations. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Please note that if your transfer is approved, your unit will be smoke free as per NCHC's Smoke Free Policy.

Date completed

Tenant Name(s)

Current Address

City/Town

Postal Code

Phone Number

Dependent Household Members and Ages

Reason(s) why you are requesting this transfer

Building Selection

Please select the building locations that you would accept transfer to, if approved:

Brighton:

- Francis Court - 2 Francis Street - Mixed - 1 bedroom apartments - lift available
- Midland Court - 12A Meade Street - 50+ - 1 bedroom apartments - lift available
- Midland Court II - 12 Meade Street - 50+ - 1 bedroom apartments - one storey

Campbellford:

- Sunrise Court - 111 Front Street South - Senior - 1 bedroom apartments - lift available
- Sunset Court - 112 Front Street South - Mixed - 1 bedroom apartments - lift available

Cobourg:

- Elgin Street - 265-327 Elgin Street East - Family - 2, 3, & 4 bedroom semi-detached homes
- Windermere - 330 King Street East - Mixed - 1 bedroom apartments - lift available

Colborne:

- Maple Court - 8 King Street West - 50+ - 1 bedroom apartments
- Percy Manor - 6 Percy Street - 50+ - 1 bedroom apartments - lift available

Port Hope:

- Scriven - 7 Scriven Boulevard - Family - 2 & 3 bedroom townhouses
- Wellington Place - 41 Wellington Street - Family - 2, 3, & 4 bedroom townhouses
- Wellington Manor - 43 Wellington Street - Mixed - 1 bedroom apartments
- Wellington Court - 45 Wellington Street - Senior - 1 bedroom apartments - lift available
- Holland Court - 24 Queen Street - Senior - 1 bedroom apartments - lift available

Tenant Signature(s)

Please note that signatures are required from all tenants on the lease agreement.

Signature of Tenant

Date of Signature

Signature of Tenant

Date of Signature

Signature of Tenant

Date of Signature

Signature of Tenant

Date of Signature

Office Use Only

Approved _____

Denied _____