

## Northumberland County Community Housing Directives

Housing Services Division

555 Courthouse Road

Cobourg, Ontario K9A 5J6

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**Subject: Transfer Applications**

**Directive Number: 2021-15**

**Effective Date: Upon issuance, October 18, 2023**

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### Intent

To set guidelines that are to be followed by rent-geared-to-income (RGI) tenants/co-op members who wish to transfer to another unit.

### Internal Transfers

RGI tenants/co-op members/co-op members that only want to transfer to a different RGI unit with their current housing provider, are requesting an internal transfer. Requests for internal transfers are considered according to the housing provider's internal transfer policy or rules. Each housing provider is responsible for maintaining their own internal transfer wait list.

Current RGI tenants/co-op members who are eligible for special priority status (SPP), must have priority on the internal transfer list.

If current RGI tenants/co-op members are not eligible for an internal transfer based on the housing provider's internal transfer policy, they may request to be placed on the centralized waitlist.

## Centralized Waitlist

Current RGI tenants/co-op members that want to transfer to a different housing provider must complete a new “Application for Rent-Geared-to-Income Housing” and submit it to Northumberland County Housing Services.

Transfer applicants will be placed on the centralized waitlist according to the date they submit the Application for Rent-Geared-to-Income Housing. The exception to this is for overhoused RGI tenants/co-op members who will be placed on the centralized waitlist according to the date they were first overhoused with an “Urgent” status.

Current RGI tenants/co-op members that are placed on the centralized waitlist must follow all rules relating to eligibility to remain on the waitlist and to be offered housing (as per Directive 2021-12 – Centralized Waitlist Rules)

RGI tenants/co-op members on the centralized waitlist will receive only one offer before they are removed from the waitlist, but will retain their RGI eligibility in their current unit. If they wish to reapply, they will be given a new application date for ranking on the centralized waitlist. This rule does not apply to overhoused RGI tenants/co-op members (as per Directive 2021-17 – Occupancy Standards and Overhoused Households).

## Extenuating Circumstances

Service Managers have the right to approve a transfer between housing providers in extenuating circumstances. These types of approvals may include an overhoused RGI tenant/co-op member or an eligible in-situ tenant/co-op member that cannot be accommodated in their own building, a relocation due to renovation or redevelopment of a building or community, or any other request that the Service Manager deems fit.

## Overhoused Transfers

Overhoused RGI tenants/co-op members are not required to transfer to a smaller unit until they have been overhoused for 12 consecutive months. However, they may choose to move at any time. Housing providers may offer transfers during this time at their sole discretion in accordance with their internal transfer policy.

Once an RGI tenant has been overhoused for 12 consecutive months, they are required to complete an “Application for Rent-Geared-to-Income Housing” and be placed on the centralized waitlist with an “Urgent” status.

Overhoused RGI tenants/co-op members who refuse an offer of housing after 12 months are ineligible for RGI. This includes internal transfer offers, as well as centralized waitlist offers. The Service Manager may consider additional offers in extenuating circumstances.

## **Special Priority (SPP)**

An RGI tenant/co-op member may request special priority (SPP) for a transfer due to:

- Human trafficking
- Current abuse by someone they are living with
- Separation within the last three months from someone who was abusing them.

If an RGI tenant/co-op member is requesting SPP, the housing provider will provide a “Special Priority Application” for the RGI tenant/co-op member to complete. The completed application should be returned to Northumberland County Housing Services to determine eligibility.

If the RGI tenant/co-op member is granted SPP status, the housing provider will place them on the internal transfer list (if requested) ahead of all applicants without SPP status. If there is more than one tenant/co-op member with SPP status, they will be ranked according to the date of application for SPP on the internal transfer list.

RGI tenants/co-op members that are eligible for SPP have priority on the internal transfer list, and on the centralized waitlist.

## **Offers and Transfers**

Northumberland County Housing Services will notify the current housing provider when an RGI tenant/co-op member on the waitlist for a transfer has been offered a unit and/or when an offer has been accepted.

## **Repealed Rules**

N/A

## **Legislative Authority**

Ontario Regulation 367/11, s. 38, 47

If there are any questions please contact the Service Manager for Northumberland County Housing Services at 905-372-3329.