



Tenant Request for Transfer

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 Medical Documentation 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).

Transfer Reason 2 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.

Transfer Reason 3. 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.

PLEASE PRINT OR TYPE CLEARLY

A Current Tenant Information:

FIRST Name of Tenant _____

LAST Name of Tenant _____

Current Address: _____

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.

(Full Name /Birth Date/ d/m/y ,/Age/ Gender/(M/F),/Relationship to Tenant)

1 TENANT: _____

2: Secondary: _____

3: Occupant_____

4: Occupant_____

5: Occupant_____

6: Occupant_____

7: Occupant_____

8: Occupant_____

Type of Disability (if any), Wheelchair Requirements:

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:

D. Transfer Reason:

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

- 1-Medical Need**
- 2-Social Conflict**
- 3-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,

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):

- 1. The housing department to make any inquiries that are necessary to verify the information given in this application.**
- 2. any person, corporation or social agency to release to the housing department any information pertinent to the assessment of my/our application.**
- 3. Social Development to release information to the housing department regarding my/our income.**
- 4. this application does not constitute any agreement on the part of the TFN Housing Department or its members to provide me/us with housing.**
- 5. that if I/we are being considered for an available unit, housing department 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.**
- 6. it is my/our responsibility to advise housing department of any changes to the information given in this application and to provide any supporting materials required.**
- 7. 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.**
- 8. 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: _____