

Unit Allocation Policy

Note: This policy only refers to the allocation of units. A separate policy deals with the selection of members. Another policy deals with over-housing and under-housing.

Purpose of the policy

- To establish a framework for allocating units to co-op members, whether from outside the co-op or within, applying this policy in a fair and consistent manner with the best interests of the co-op as a whole in mind.
- To ensure that the most appropriate member moves in to any unit that becomes available.
- To allocate units in an efficient manner in order to keep vacancy loss to a minimum.

Definitions

Internal move: A move by a member within the co-op.

Internal transfer: A move by a member in the co-op which results in their original unit becoming available for another applicant.

Internal unit request list: List of members who have requested *in writing* a move to another unit within the co-op. Each request must be dated on receipt.

Over-housing: A situation where there is fewer than one person per bedroom in a unit. Not approved in CMHC's guidelines.

Under-housing: a situation where there are more than two people per bedroom in a unit. Not approved in CMHC's guidelines.

Policy

1. There will be at least one member in all of 80% of the units as per the Rule 2.8.
2. No one will be moved into a unit over-housed, or under-housed as outlined in the National Housing Act.
3. As per the National Occupancy Standard, the co-op will maintain:



- no more than two residents per bedroom
 - no fewer than one resident per bedroom
 - parents do not have to share a bedroom with a child
 - one bedroom for each child of the opposite sex aged five or over
 - one bedroom for each dependent aged 18 or over
- (See also Over- and under-housing policy)
4. The co-op will offer vacant units in the following order of priority:
 - I. Members on the internal move waiting list who are either over-housed, under-housed or in distress.
 - II. Members on the internal move waiting list.
 - III. External applicants who have been approved for membership.
 5. Applications for an internal move must be received by the Co-op Coordinator in writing and the applicant must have resided in their unit for six months before making an application to move to another unit.
 6. Requests to move will be processed in the order in which they were received within the above categories.
 7. To be considered for an available unit, the transfer request must have been received prior to a unit's vacancy notice.
 8. Allocation of units for internal moves will be at the discretion of the Board in consultation with the maintenance, finance, membership committees and staff, when necessary.
 9. Internal moves will be offered using the following criteria:
 - Inspection of the member's present unit indicates that it has been well maintained.
 - A positive reference from the co-op's Book-keeper, ie credit check is positive.
 - A positive reference from the co-op's coordinator
 - The applicant understands & demonstrates a commitment to participation in the co-op

Approved September 20, 2007

