

Internal Transfer Request Form

Tenant Name	
Phone number	
Email address	
Unit Address	

This application is for Halton Community Housing Corporation (HCHC) households who want to move from one HCHC unit to another.

Before a tenant can apply for an internal transfer, the following criteria must be met:

The household must be in good standing and may apply for a transfer after it has lived in the unit for at least one (1) year.

A household is in good standing if:

- It has not been issued an eviction notice within the last six (6) months;
- There is no arrears of any type owed to HCHC;
- Rent has been paid on time for the last six (6) months;
- There is no history of damage to the unit or other social concerns (i.e. disturbing neighbours, harassing staff).

Return Application to:

HCHC, 1151 Bronte Road, Oakville, ON, L6M 3L1 or via email to the Tenant Services Coordinator for your property.

Note - Do not use this form if you are applying for any of the following reasons:

Special Priority Policy (SPP) and Terminal Illness Applicants:

Households applying for SPP or Terminal Illness priority are referred to Halton Access to Community Housing (HATCH) for assessment. Please contact 311 or 905-825-6000 to request a HATCH application and appropriate forms. HATCH will update HCHC with the outcome of the application.

Over housed Priority Applicants (RGI only):

Households that have more bedrooms than they are eligible for will be contacted by the Staff to provide details about the requirement to transfer to an appropriate sized unit.

Support Services and/or Accessible Units:

Applicants for support services and/or wheelchair accessible/modified units must apply through Halton Access to Community Housing (HATCH) for the chronological waitlist.

Tenant Information (list all signed leaseholders)	
Tenant Name(s)	
Phone number	
Email address	
Unit Address	
Current # of Bedrooms	
Desired # of Bedrooms	

Household Member Information (list all occupants)			
Name:		Date of Birth (M/D/Y):	
Name:		Date of Birth (M/D/Y):	
Name:		Date of Birth (M/D/Y):	
Name:		Date of Birth (M/D/Y):	
Name:		Date of Birth (M/D/Y):	
Name:		Date of Birth (M/D/Y):	

Reason for Requesting a Transfer:

(Attach additional pages or information if needed)

Please use the list below to check all the properties you are interested in. If approved, you will receive only one (1) offer for transfer. If you decline an offer, you will be removed from the waitlist.

Burlington Age 65 + Communities										
Address	Building Type	Utilities Included	Number of Bedrooms					Support Services	Modified Units	Select
			1	2	3	4	5			
513 Walkers Line	Apartment	YES	•	•				NO	YES	
410 John Street	Apartment	YES	•	•				YES	YES	
4100 Longmoor Dr	Apartment	YES	•	•				NO	NO	
5250 Pinedale Ave	Apartment	YES	•					NO	NO	

Oakville Age 65 + Communities										
Address	Building Type	Utilities Included	Number of Bedrooms					Support Services	Modified Units	Select
			1	2	3	4	5			
271 Kerr Street	Apartment	YES	•	•				YES	YES	
1285-1299 Sedgewick Cres	Townhouse	Hydro Excluded	•					NO	NO	
234-274 Woodside Drive										

Milton Age 65 + Communities										
Address	Building Type	Utilities Included	Number of Bedrooms					Support Services	Modified Units	Select
			1	2	3	4	5			
40 Ontario St. S.	Apartment	YES	•	•				YES	NO	
189 Ontario St. S.	Apartment	YES	•	•				YES	YES	

Acton Age 65 + Communities										
Address	Building Type	Utilities Included	Number of Bedrooms					Support Services	Modified Units	Select
			1	2	3	4	5			
46 Holmesway Pl.	Apartment	YES	•					NO	NO	
17 Elizabeth Dr.	Apartment	YES	•	•				YES	YES	

Georgetown Age 65 + Communities										
Address	Building Type	Utilities Included	Number of Bedrooms					Support Services	Modified Units	Select
			1	2	3	4	5			
8 Durham Street	Apartment	YES	•	•				YES	NO	
11 Sargent Road	Apartment	YES	•	•				NO	NO	
3 Hyde Park Drive	Apartment	YES	•					NO	NO	

Burlington All Ages Communities										
Address	Building Type	Utilities Included	Number of Bedrooms					Support Services	Modified Units	Select
			1	2	3	4	5			
2300 Walkers Line	Townhouse	NO		•	•			NO	YES	
515 Walkers Line	Townhouse	NO		•	•			NO	YES	
4105 Longmoor Dr.	Townhouse	NO		•	•			NO	NO	
1300 Maple Crossing Blvd	Townhouse	NO		•	•	•		NO	YES	
254-360 Burloak Dr.	Townhouse	YES		•	•	•	•	NO	NO	
708/710 Brant St**	Apartment	Hydro Excluded	•					NO	NO	

** bachelor and 1 bedroom units

Oakville All Ages Communities										
Address	Building Type	Utilities Included	Number of Bedrooms					Support Services	Modified Units	Select
			1	2	3	4	5			
1150 Dorval Dr.	Apartment	YES		•	•			NO	YES	
2299 Brays Lane	Townhouse	NO		•	•			NO	YES	
2250 Golden Briar Tr.	Townhouse	NO		•	•			NO	YES	
1531 Sixth Line	Townhouse	NO		•	•	•		NO	YES	
2301 Sheridan Garden Dr.	Townhouse	NO		•	•			NO	YES	
1478-1494 Elm Rd.	Townhouse	YES		•	•	•		NO	NO	
1220 Glen Valley Rd.	Townhouse	NO		•	•			NO	YES	
287-359 Margaret Dr.	Townhouse Semi-Detached Detached	YES		•	•	•	•	NO	NO	
284-318 Maurice Dr.										
320 Maurice Dr.	Apartment	YES		•				NO	NO	
2021-2031 Merchants Gate	Apartment	YES	•	•	•			NO	YES	
30 Normandy Dr.	Apartment	YES	•	•	•			NO	NO	

Milton All Ages Communities										
Address	Building Type	Utilities Included	Number of Bedrooms					Support Services	Modified Units	Select
			1	2	3	4	5			
111 Ontario St. S.	Apartment	YES	•					NO	NO	

Acton All Ages Communities										
Address	Building Type	Utilities Included	Number of Bedrooms					Support Services	Modified Units	Select
			1	2	3	4	5			
10-44 Holmesway Pl.	Semi-Detached	Hydro Excluded		•	•	•		NO	NO	

Visit halton.ca/hchc and navigate to “Our Communities” for further details on each location.

I have read and understood the following transfer guidelines:

This internal transfer form is for regular priority requests only.

The following request types must apply through Halton Access to Community Housing (HATCH):

- Special Priority Policy (SPP) – HATCH will advise HCHC of the outcome
- Support Services – Chronological Waitlist
- Wheelchair Accessible/Modified Units - Chronological Waitlist
- Properties not owned by HCHC - Chronological Waitlist

Over housed households that have more bedrooms than they are eligible for will be contacted by Staff to provide details about the requirement to transfer to an appropriate sized unit.

Applications that would result in splitting a tenancy (i.e. splitting one household into two households) will not be approved.

HCHC limits internal transfer requests for reasons other than SPP or Over Housed, but still provides households with an opportunity to submit a request via this form.

HCHC may make an exception for extenuating circumstances to any regular priority requests, at its sole discretion.

Applicants will receive a decision in writing, advising if their application is approved, or not approved, within 6-8 weeks of the application being received by HCHC.

Approved applicants will receive one (1) offer of housing from the first available unit on the list of properties they selected.

Applicants will be removed from the internal transfer list if they decline one (1) offer of internal transfer. There may be additional implications to RGI subsidy eligibility for over housed households that decline one (1) offer of housing.

Each Leaseholder Must Sign and Date Below:	
Signature ↓	Date ↓