

SCHEDULE F

TRANSFER POLICY

1. Purpose

Gabriel Dumont Non-Profit Homes (“**GDNP**”) recognizes that tenant circumstances may change and that transfers between units may be required for health, safety, accessibility, or household size reasons. This policy provides a fair, transparent, and equitable framework for internal transfers within GDNP’s housing portfolio.

This policy forms part of the **Tenancy Agreement** and must be read in conjunction with the **Tenant Handbook**, the *Housing Services Act* (“**HSA**”) for Rent-Geared-to-Income (“**RGI**”) units, and other applicable schedules.

2. Definition of Transfer

An internal **transfer** is a formal request by a tenant to move from one GDNP unit to another within GDNP’s housing portfolio.

Transfers may occur:

- a) Within the same building;
- b) Between buildings; and
- c) From a market-rent unit to a RGI unit or vice versa (subject to eligibility and availability)

3. Reasons for Requesting a Transfer

GDNP will consider a transfer request under the following circumstances:

- a) The tenant is overhoused or underhoused according to occupancy standards;
- b) There is a documented medical or disability-related need for a different unit (e.g., ground floor, accessible features);
- c) There are safety concerns, including domestic violence or harassment;
- d) The tenant requires a modified or barrier-free unit; and/or
- e) There is a housing condition issue that cannot be reasonably resolved through maintenance alone.

4. Eligibility Criteria and Indigenous Housing Prioritization

To be eligible for a transfer, a tenant must:

- a) Be in good standing with GDNP (no serious or repeated lease violations);
- b) Have no rental arrears or have an approved repayment plan in place;
- c) Maintain the unit in good condition, as confirmed by an inspection; and
- d) Complete the required Internal Transfer Request Form and provide supporting documentation.
- e) Where a transfer is requested based on Indigenous-specific eligibility, GDNP may request documentation consistent with **Schedule H** and the **TASSC Guiding Principles of Proof of First Nations, Inuit and Métis Identity**, including but not limited to:
 - i. A valid Indian Status Card or Band Letter (First Nations)
 - ii. Beneficiary Letter or Card from Inuit governing organization (Inuit)
 - iii. A Métis citizenship card issued by a recognized provincial Métis organization (Métis)

5. Transfer Priority Categories

Requests will be considered based on the following prioritization:

1. Emergency safety (e.g., risk of violence or health hazard).
2. Medical or accessibility-related reasons.
3. Underhousing or overhousing according to HSA standards.
4. Special household circumstances (e.g., family reunification or cultural considerations).
5. Voluntary request (non-urgent).

Priority may also be given to Indigenous tenants requiring cultural safety or kinship-based proximity, as appropriate.

6. Application Process

Tenants must:

- a) Complete the Internal Transfer Request Form;

- b) Provide documentation (e.g., medical letters, safety concerns, accessibility assessments);
- c) Cooperate with a unit inspection to confirm good condition; and
- d) Attend a transfer interview (if required).

GDNP will respond to the request in writing. If approved, the transfer will be added to GDNP's internal waitlist and processed according to availability and urgency.

7. Conditions of Transfer

If approved for transfer:

- a) The tenant must accept the new unit when offered or risk losing their priority status.
- b) The current unit must be returned clean, undamaged, and ready for re-rental.
- c) Any arrears or damages must be addressed prior to the transfer, unless waived by GDNP.
- d) Rent and subsidy will be reassessed for the new unit.

8. Denial of Transfer

A transfer request may be denied if:

- a) The tenant has not met the eligibility requirements;
- b) The unit is in poor condition or requires excessive repairs;
- c) The tenant is in arrears without an approved repayment plan; and/or
- d) There is no suitable or available unit matching the request.

Tenants will be notified in writing of the reason for denial and may appeal through the GDNP Housing Manager.

9. Accessibility and Human Rights

GDNP is committed to ensuring tenants with disabilities or health needs are reasonably accommodated. Where the need for transfer relates to accessibility, GDNP will work in good faith to identify a suitable unit as quickly as possible.

All decisions will comply with the *Ontario Human Rights Code*.

10. Policy Review and Updates

This policy may be updated from time to time. Any changes will be reflected in the GDNP Tenant Handbook and distributed to all Tenants.

11. Acknowledgement and Agreement

By signing the Tenancy Agreement, the Tenant(s) and all approved Occupants agree to comply with the Transfer Policy outlined in this Schedule. This Schedule is a binding part of the Tenancy Agreement and forms a condition of tenancy.