



**BROOKS CO-OPERATIVE HOMES INC.**

2145 Sheridan Park Dr., Ste. 6, Mississauga, Ont. L5K 1C6  
Tel: (905) 823-4777 Fax: (905) 823-8035

## Policy on Internal Transfers

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A policy dealing with the internal transfer process of members and their households to other units within the Co-operative.

Passed by the Board of Directors on  
the 19<sup>th</sup> day of August 2020.



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## **1. Policy Statement:**

Brooks Cooperative Homes gives members the right to:

- live in their housing unit
- use their parking space if any,
- use the co-op's common facilities, and
- be involved in the governance of the co-op.
- Members must follow co-op by-laws in using these rights.

This policy outlines a members further right to apply and move internally to other units within the co-op.

## **2. Purpose of the Policy**

The purpose of this policy to outline the further right that Brooks Co-operative Homes Inc. is allowing for the membership to apply and move to any unit in the co-op. This policy allows for internal transfers of members in good standing to apply and move to another unit within the co-op, of a layout of their own choosing, before any external applicant from any waitlist. Members must consider their internal move to be a privilege since all members' housing charges contribute to the possible vacancy loss that results a member moves internally in the co-op.

## **3. Criteria:**

In order for a member and their household to be eligible for an internal transfer the following criteria must be met:

- The applicant must be resident member for twelve (12) months before an internal move will be considered
- All members of the household are required to move when a unit becomes available.
  - A member of the household may apply for his/her own unit on the external waiting list.
  - Non-member applicants to a unit within the co-op may apply to become a member of their current unit by following the application and interview process of all members.



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- Current members of the co-op will not be given any preference within the external waitlist however, placement on the waiting list may be determined by active involvement in the co-op and will be at the discretion of the Board of Directors.
- Last Month Housing Charge and Maintenance Bond deposits must be at current rate

## **4. PROCEDURE:**

The Internal Waitlist Form attached to this document is to be completed and signed and forwarded to the office. Upon acceptance of an application by the Board of Directors at a regularly scheduled board meeting, the applicant will be informed of their pending acceptance to the internal waitlist.

- Pending applications must have their unit inspected and to be deemed by the Board of their Directors, or their delegate, to be in a clean and marketable condition on the date of the inspection.

If the primary inspection goes well the member will be added to the waitlist and must pay a one-time, nonrefundable \$50.00 deposit to secure their place on the internal transfer list. When a requested unit becomes available the applicant will be notified as to the unit available and the date of occupancy. The applicant will be advised of the housing charges due on the original unit and the assigned unit and any adjustments to their Member Deposit. If the unit is accepted the member must sign the Internal Transfer Agreement attached below.

- Before finalizing an internal move, your unit will be re-inspected and must again be deemed by the Board, or their delegate, to be clean and in a marketable condition on the date of the re-inspection.
- If there are any deficiencies in a unit that are deemed to be caused by the members, they must be taken care of before the internal transfer takes place. If these deficiencies are not taken care of by the member then either:
  - The internal transfer will be cancelled or;
  - The work will be done by the co-op and the expense will be charged back to the member.

When a preferred unit becomes available a member must decide to accept or reject the available unit. If the member refuses the unit, the application will move to the bottom of the Internal Moves waiting list. If a second unit is offered and not accepted, the applicant will be removed from the Internal Moves waiting list and will not be eligible to reapply for one year. Their non-refundable deposit is also forfeited.



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## Schedule A

### INTERNAL WAITLIST APPLICATION

Date of the Application: \_\_\_\_\_

List all persons residing in your unit (*including members, dependents, long-term guests, etc.*)\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building: \_\_\_\_\_ Unit # \_\_\_\_\_ Date of Membership (Move-In Date) \_\_\_\_\_

Type of Unit: Two (2) bedroom \_\_\_\_\_ **OR** Three (3) bedroom \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Mandatory Involvement of **all members** for the past two years or as of the date of membership.

Applicant

Co-Applicant

No. of General Members meetings attended \_\_\_\_\_

Proof of Communal Cleaning: \_\_\_\_\_  
Cleaning Co-Ordinator Signature of Co-Ordinator

List of voluntary involvement in the co-op (e.g. committees, special projects for all members).

Member #1

\_\_\_\_\_

Member #2

\_\_\_\_\_

Signature of Applicant

Signature of Co-Applicant

Signature of Co-op Office

Date

Date Application was Approved by the Board of Directors:

\_\_\_\_\_



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## Schedule B

### INTERNAL MOVES AGREEMENT

I/we, the undersigned members, agree to accept an **Internal Move** to: \_\_\_\_\_.

I/we understand that our **Date of Occupancy or "Move-In Date"** is \_\_\_\_\_.

I/we have submitted payment of the **Internal Moves Fee, in the amount of \$50.00**, to the office.

I/we agree to adhere to the timetable period prior to the Move-In Date of the assigned unit. Unit access will be coordinated between the Co-op Office and the members who have agreed to the internal move. Keys to assigned unit to be given to member(s) the day before Move-In Date.

I/we agree to **move from our unit by midnight on the Move-In Date** above and agree to:

- Clean our original unit (i.e. fridge, stove, tile floors and general cleaning) by midnight on our move-in date.
  - If cleaning is not done satisfactorily, I/we will pay for the cleaning to be done at the current hourly rate.
- Empty the contents of our locker space by midnight on the move-in date.
- put all keys to the original unit in the office mailbox by midnight on move-in date.

Member (PLEASE PRINT)	Signature of Member	Bldg/Unit #
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Member (PLEASE PRINT)	Signature of Member	Bldg/Unit #
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Signature of Co-op Office	Date
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