



BROOKS CO-OPERATIVE HOMES INC.

2145 Sheridan Park Dr., Ste. 6, Mississauga, Ont. L5K 1C6
Tel: (905) 823-4777 Email: office@brookscooperative.ca

Policy on Assignment of Assisted Units

A policy dealing with the internal transfer process for members who qualify for a 1 bedroom + den assisted unit

Passed by the Board of Directors on
the 16th day of October 2024.

1. Purpose of the Policy

This policy allows for internal transfers of members who qualify for an internal move to an assisted 1-bedroom + den unit within the Co-op, before any external applicant.

2. Assisted Unit Features

The following units are designated as 1-bedroom + den assisted units:

- 2125 Sheridan Park Drive, unit #6
- 2165 Sheridan Park Drive, unit#6

These units are one-level (no stairs) and located on the ground floor. Assisted units are not required to participate in the communal cleaning rotation.

1-bedroom + den assisted units include the following:

- In-unit washing machine and dryer provided and maintained by the Co-op
- Walk-in shower with seat
- Larger bathroom with widened entrance and sliding door
- Access door between bedroom and den
- Widened entrances to living room, kitchen, bedroom and den

3. Criteria

In order for a member to be eligible for an internal transfer to a 1-bedroom + den assisted unit; the following criteria must be met:

- The **Internal Waitlist Application for Assisted Units** (*Schedule A* attached to this document) is to be completed, signed and submitted to the Co-op Office.
- The applicant must provide a letter from their family physician, specialist, or other qualified medical professional, stating that the applicant in their care has a permanent, physically limiting disability or medical condition which makes it necessary for them to live in an assisted unit. This document must be attached to the application.
- The applicant must be in good financial standing with their housing charges.
 - *Good financial standing* is defined as payment for housing charges being received every month, by 8:00am on the second business day of the month in which it is due, in accordance with the Co-op's *Occupancy Bylaw*
 - A member who does not pay their housing charge by 8:00am on the second business day of the month will be considered in good financial standing if they have submitted an Application for Financial Arrangements (A.F.F.A.) by 8:00am on the second business day of the month, in accordance with the Co-op's *Occupancy Bylaw*.
- Members are required to continuously meet these criteria once they have received Board approval to be added to the internal waitlist.

4. Procedure

The **Internal Waitlist Application for Assisted Units** attached to this document is to be completed, signed and forwarded to the Office with the medical note attached. Upon acceptance of an application by the Board of Directors at a regularly scheduled board meeting, the applicant will be informed in writing of their acceptance to the internal waitlist for a 1-bedroom + den assisted unit.

When the Co-op is made aware of a pending vacancy of an assisted unit, the Board of Directors will review the waiting list.

In the case that there is more than one applicant on the waiting list, the unit will not necessarily be assigned to the unit with the highest chronological position on the waiting list. The unit will be assigned to the member who is in the greatest need. For example, a member who cannot climb stairs may be prioritized over a member who has trouble climbing stairs.

If there is more than one applicant on the waiting list and no distinction can be made regarding greater need, the unit will be assigned to the member with the highest chronological position on the waiting list.

“Highest chronological position” refers to the member whose completed application was submitted to the Office on the earliest date.

When an assisted 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 assisted unit and any adjustments to their Member Deposit. If the unit is accepted the member must sign the **Internal Transfer Agreement for Assisted Units** (*Schedule B* attached to this document).

- Before finalizing an internal move, the original unit will be 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 the original unit that are deemed to be caused by the member, they must be rectified before the internal transfer takes place. If these deficiencies are not taken care of by the member, the work will be done by the Co-op and the expense will be charged back to the member.

When an assisted unit becomes available, the 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 waitlist for a 1-bedroom + den assisted unit. If a second unit is offered and not accepted, the applicant will be removed from the internal waitlist for a 1-bedroom + den assisted unit and will not be eligible to reapply for one year.

5. Occupancy of Assisted Unit

A household will lose their eligibility to occupy an assisted unit if there is a change to household composition, and because of this change, there are no member(s) remaining in the unit who require occupancy of an assisted unit. The remaining member(s) in the unit will be required to move. This is in accordance with Brooks Co-operative Homes Inc.'s Occupancy Bylaw, *Schedule A-Occupancy Agreement, Appendix D: Special Needs Unit Terms*.



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Schedule A

INTERNAL WAITLIST APPLICATION FOR
ASSISTED 1-BEDROOM + DEN UNIT

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) _____

Reason for Request

***Medical note must be attached**

Signature of Member Applicant

Signature of Member Co-Applicant

Signature of Co-op Office

Date received by Office

Date Application was Approved by the Board of Directors _____



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Schedule B

INTERNAL TRANSFER AGREEMENT FOR ASSISTED UNITS

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 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, bathtub, shower tile, floors, windows 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 secure Office dropbox 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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CERTIFIED to be a true copy of a Policy passed by the board of directors at a meeting held on the 16th day of October 2024

Board Secretary: Cathy Cetrullo