



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

HOUSING POLICY

SUBJECT: **Internal Moves**

ORIGINAL APPROVAL DATE: April 28, 1987

APPROVED BY: Membership

DATE OF REPLACEMENT OR AMENDMENT: June 18, 2001, May 2005, June 2006, April 2007, April 2013

Definition: When a member wants to move their entire household to a housing accommodation of a different size.

Also refer to the Special Privilege Policy and Criteria For Approval of Member Privileges Policy.

1. Member must be in good standing.
2. The member must have resided in his/her unit for at least three [3] years immediately proceeding the time of application.
3. Requests for a specific unit will not be allowed.
4. No special consideration will be given to “features” such as location, size of yard, etc.
5. The best use of space policy applies.
6. All standard move-out, move-in policies will be observed.



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

PROCEDURES

SUBJECT: **Internal Moves Procedures**

ORIGINAL DATE OF APPROVAL: April 2013

APPROVED BY: Board of Directors

DATE OF AMENDMENT OR REPLACEMENT: June 2018, March 2019

1. Members must complete an application for an internal move but are not required to meet the current income requirements. All shareholders of the unit must sign the application form.
2. Best use of space applies. Housing charges will be adjusted in accordance with the unit size.
3. A maintenance review will be conducted within thirty [30] days of application for any internal move and is a prerequisite for approval, the process for an internal move will be discussed at that time. If a satisfactory maintenance review has been conducted within three [3] months of receipt of an application, a further inspection is not required.
4. If members are on the waiting list for more than 2 years an additional maintenance review inspection will be conducted when a unit becomes available.
5. Name[s] will be added to the internal waiting list in the order that the application was approved.
6. Once members are approved for an internal move and agree to occupy a new unit, the share capital will be brought up to the current requirements and a maximum of up to one [1] year will be allowed to pay the difference, if any. Members downsizing will not be required to bring their share capital up to the current requirement.
7. Members are offered two units. If both units are turned down, the member shall be removed from the internal waiting list and may not re-apply for an internal move for three [3] years.
8. Should a member, for any reason, fail to occupy that unit, an amount equal to one months housing charge will be charged by the co-operative in order to help defray unit changeover costs.
9. Members who are granted an internal move are not required to attend a procedures workshop or have a maintenance review within their first year of residency.