



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

HOUSING POLICY

SUBJECT: **Intra-family Move**

ORIGINAL APPROVAL DATE: September 17, 1985

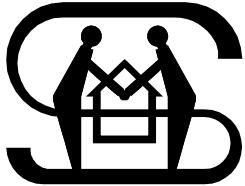
APPROVED BY: Membership

DATE OF AMENDMENT OR REPLACEMENT: October 30, 2003, April 2008, April 2009,
October 2012

Definition – when one or more members want to move out of their current unit and occupy a unit of their own.

Also refer to the *Criteria For Approval of Member Privileges Policy*.

1. Member must be in good standing.
2. Applications for an Intra-family Move must be from a member who has been a current shareholder for at least three [3] years.
3. The applicant must meet the current SMHC income guidelines. Only the family member will become the SMHC shareholder except in the case of marriage or a common-law relationship of one [1] year or longer.
4. The person wanting to move into a new unit will be a NEW MEMBER and will be required to fulfill all new member requirements.
5. The best use of space policy applies.
6. All standard move-out and move-in policies and procedures apply.
7. Once approved by the Board of Directors, applicants will be appropriately placed on the waiting list following the Intra-family move procedures.



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

PROCEDURES

SUBJECT: **Intra-family Move Procedures**

ORIGINAL DATE OF APPROVAL: November 2012

APPROVED BY: Board of Directors

DATE OF AMENDMENT OR REPLACEMENT: October 2013, March 2016, June 2016, March 2018

New member requirements include but are not limited to providing:

- completed new member application forms
- a letter from current employer confirming employment and salary
- copies of last two [2] pay periods for each applicant or self-employed income
- a copy of latest notice of assessment

Applicants must also:

- pay an application fee
- have a satisfactory credit report
- attend a satisfactory interview-

Applicants who have declared bankruptcy may only apply after the bankruptcy has been completely discharged.

Once all the required information has been received and verified and a satisfactory credit check has been carried out, the applicant will be sent an information booklet to review prior to attending an interview. The applicant is responsible for scheduling the interview within 1 month of receiving the booklet or the application will be cancelled.

If the applicant has attended an interview in the past year, they don't have to attend another full interview. Instead they will attend a short information session pertinent to the special privilege they are requesting.

Once approved by the Board of Directors, applicants for intra-family moves will be placed on the internal waiting list in the order their application was received.

The applicant may leave the residence once the application for an Intra-family move has been approved by the Board of Directors. In accordance with the Withdrawal from Joint Membership policy and the Occupancy Policy, when there is more than one member in a unit, and only one member is absent from the unit for a period of more than six months,

then the Board of Directors may remove the name of the absent member from the shares. Your position on the Waiting List will not be affected.

When selecting a unit, individuals are given one choice. Some exceptions, as to unit location may apply, which must be disclosed at time of application.

Once shown a unit, a maximum of forty-eight [48] hours will be given to respond to the offer.

At the time the Member signs the papers agreeing to accept a specific unit, a deposit equaling one-half of the amount of the Share Capital will be required. The other half of the share and the first months housing charges are due on or before the move in date. Should the individual, for any reason, fail to occupy that unit, an amount equaling one month's Housing Charge will be retained by the Co-operative in order to help defray unit changeover costs, and the balance of the deposit will be returned.

If an applicant is removed from the waiting list at their request, turns down a unit or does not respond after being shown a unit, they must wait three [3] years before re-applying, and only if the waiting list is open.