



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, May 2022

1. Members must complete an application for an internal move and are required to meet the current income requirements only if moving up in unit size. 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. If the applicants do not pass the maintenance review, their application will be denied, and they will not be able to re-apply for a minimum of one year. 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 6 months 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 month's 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 but will be required to have a maintenance review within their first year of residency.