

Internal Moves Policy

Purpose of the Policy:

To establish a framework for an equitable and consistent systems for allocating units to internal Principal and Associate Members (“members”) that align with Co-op values.

Policy

1. No internal co-op move request will be granted unless a Principal or Associate member has resided in the Co-op for at least two years or unless a member becomes over-housed.
2. Members who are in arrears are not eligible to go on the list unless they are downsizing.
3. Members must be an active participant in the Co-operative for a minimum of twelve (12) months immediately prior to the internal move.
4. All internal moves and unit allocations must have Board approval and The Board of Directors may limit the number and time of internal moves.
5. The interior and exterior unit of the members requesting an internal move must be in good condition and repair and in keeping with the character of the rest of the Development upon inspection before final approval is granted. The current unit must have no members abuse damage that requires the co-op’s attention.
6. The members must forward financial documents to the coordinator to show they qualify to pay market housing charges for the unit.
7. Before being eligible for the internal wait list, the history of the members must be reviewed including arrears, late or NSF charges and requests for updated copies of insurance policies in the previous 12 months. A similar review will also be completed before being offered a unit.
8. Members on the internal wait list will have priority over people on the external wait list.
9. When a unit becomes vacant, all members on the internal wait list will be subject to a review by the board of directors according to procedures before any internal move may be approved.
10. Any member who moves internally will be required to increase their shares to the current value of the new units two (2) weeks before moving into the new unit.

11. Associate Members would be subject to Principal Member Application Criteria when applying for an internal move (This includes an Interview, Financial check, credit check, share purchases, and reference check to qualify)

Procedures:

1. To be placed on the internal wait list, the member must submit a letter to the Board of Directors. The member applying will receive a copy of the consideration criteria for internal move (See Procedures 3)
2. Decision of the Board will be given to the member via the office.
3. When a unit becomes available, the Board will review the internal wait list using this policy and:
 - a. The Over and Under Housing policy, (Member surveys)
 - b. Member and Residence history,
 - c. Medical and health reasons
 - d. Participation policy (Volunteerism, General Meeting attendance, etc.,)
 - e. Current Housing and Rental Market Conditions
 - f. Alignment with Co-op values, and
 - g. May consider date of application.

Approved by the General Membership: June 21, 2023

This policy replaces all previous policies related to internal moves.