



# Native People of Thunder Bay Development Corporation

Charitable Organization, Business No. 10776 5075 RR0001

Housing Program: 230 Van Norman Street, Thunder Bay, Ontario, P7A 4B8

Telephone: (807) 343-9401 Fax: (807) 345-1075

## INTERNAL TRANSFER REQUEST

Tenant's Name: \_\_\_\_\_ Co-Tenant's Name: \_\_\_\_\_

Current Address: \_\_\_\_\_ Phone # \_\_\_\_\_

### OTHER HOUSEHOLD MEMBERS:

NAME	D.O.B.	RELATIONSHIP

### REASON FOR TRANSFER REQUEST: (Please Check one)

(SEE GUIDELINES ON BACK OF THIS PAGE)

Underhoused \_\_\_\_ Overhoused \_\_\_\_ Medical/Disability \_\_\_\_ Transportation \_\_\_\_ Social Concerns

\_\_\_\_\_

(Provide documentation)

Apartment/Size \_\_\_\_ (Tenants of 529 Leslie Avenue; 14 Regent Street; 52 Walkover Street)

Please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Co-Tenant's Signature

\_\_\_\_\_  
Date

## **TRANSFER GUIDELINES**

The tenant has been living in the present accommodation for twelve (12) consecutive months.

### **Underhoused / Overhoused**

- Whether a Tenant is underhoused (overcrowded), when joined by additional family members (provided they are not foster children) or over housed (too much space) based on the current family composition.
- The occupancy standards clearly outline that there should be no more than two (2) persons to a bedroom - no consideration will be made regarding the age of the children sharing a bedroom, other than children of the opposite sex should not be required to share a bedroom.

### **Medical**

- A request for alternate accommodations because of health/medical concerns must have medical documentation indicating the nature of the problem, the degree of its severity and how it has been aggravated by the present accommodation.
- Medical documentation must outline these details, giving clear evidence that the Tenant's condition has been adversely affected by the present accommodations.

### **Transportation**

- Work related transportation difficulties must be present and only if the Tenant has demonstrated job stability; having the same employer six (6) months and that the job related transportation is either considered excessive or unavailable when required.
- All requests must have supporting documentation indicating the necessity for transferring to a specific location and that alternative means of transportation have been investigated.

### **Social Concerns**

- Social concerns are not considered grounds for a transfer, except in severe or unusual cases.

### **Apartment/Size**

- Birth of a child of the same gender since becoming a tenant. (This **ONLY** pertains to tenants of 529 Leslie Avenue; 14 Regent Street or 52 Walkover Street) If the child is born before the twelve (12) consecutive months of tenancy, which is the requirement before a transfer can take place; the family will have to wait until such time to qualify for a transfer.