Housing Division Notice

Date: March 1, 2002

HDN# 2002 - 07

This applicable legislation/policy is to be implemented by the housing provider(s) under the following programs:

Please note, if your program is not checked, this change is not applicable to your project.

- Federal Non-Profit Housing Program
- Private Non-Profit Housing Program
- Co-operative Non-Profit Housing Program
- Municipal Non-Profit Housing Program (Pre-1986)
- Local Housing Corporation

Subject: INTERNAL TRANSFERS

Background:

Regulation 339/01, Section 11 and Regulation 298/01, Section 32 and 33, outline the Housing Provider’s responsibilities and requirements under the Social Housing Reform Act when dealing with the issue of internal transfers.

Every Housing Provider shall:

1. Establish policies and procedures for internal transfers and provide a copy to the City of London Housing Division.

2. Establish and maintain a waiting list for internal transfers in accordance with its policies and procedures for internal transfers.
A Housing Provider's policies and procedures for internal transfers must be documented as detailed in Regulation 339/01, Section 11(2)(1-5). This includes the process that the Housing Provider plans to implement when dealing with overhoused tenants.

**Action:** The Housing Provider provide the required documentation to the City of London Housing Division as prescribed in Regulation 339/01, Section 11(1)(1), by **June 30, 2002**.

Louise Stevens  
Director of Housing