



267 Dundas Street
2nd Floor
London, ON
N6A 1H2

London
CANADA

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.

<input type="checkbox"/>	Federal Non-Profit Housing Program
<input checked="" type="checkbox"/>	Private Non-Profit Housing Program
<input checked="" type="checkbox"/>	Co-operative Non-Profit Housing Program
<input checked="" type="checkbox"/>	Municipal Non-Profit Housing Program (Pre-1986)
<input checked="" type="checkbox"/>	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