

# Housing Division Notice

**Date: December 07, 2005**

**HDN# 2005 - 97**

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.

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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

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**Subject: EXTERNAL TRANSFER OF A CURRENT TENANT FROM ONE HOUSING PROVIDER TO ANOTHER**

**Background:**

HDN # 2003 -50 "Basic Eligibility Requirements For Geared-To-Income Assistance – Rent Arrears", outlined the responsibility of Housing Providers and the process that is required in order to deal with former tenants/members owing rent arrears and repayment agreements.

Many current tenants/members have applied to other Housing Providers as an external transfer, in order to be housed with a different Housing Provider. Recently a number of Housing Providers have notified the Housing Division that their tenant/members are being offered housing at another Housing Provider's project with out contacting them first. In some cases the tenant/member has left owing arrears.

It is the responsibility of each Housing Provider, prior to offering housing to a current tenant/member of another Housing Provider, to contact the Housing Provider to determine whether the tenant/member has zero dollars owing and are not currently in arrears and to request the rental payment history of this household. O. Reg. 339/01 S. 18 outlines the reasons that a Housing Provider may refuse to offer a unit

to a household which includes the following: “the Housing Provider has reasonable grounds to believe, based on the household’s rental history, that the household may fail to fulfill the obligation to pay rent for the unit in the amount and at the times it is due”.

If arrears are identified then offers of housing are not to be considered until the tenant/member has paid the rent charges in full.

**Action Required:**

For external transfers, all Housing Providers are to contact the current Housing Provider to determine the rental status prior to the tenant/member being considered for housing.

Louise Stevens  
Director of Municipal Housing