



VICTORIA PARK
MANAGEMENT
My Home, My Family, My Community

155 Queen St. N
Hamilton ON
L8R 2V7

Phone: (905) 527-0221
Toll-Free: (866) 780-7275
Fax: (905) 527-3181

REQUEST FOR TRANSFER/RELOCATION

Name of Applicant(s): _____

Present Address: _____ Unit Number: _____

Telephone: _____ Cellular Phone: _____

LENGTH OF TENANCY: YEARS: _____ MONTHS: _____

OTHER HOUSEHOLD MEMBERS:

Name: _____ Relationship to applicant _____ Birthdate _____

Name: _____ Relationship to applicant _____ Birthdate _____

Name: _____ Relationship to applicant _____ Birthdate _____

Name: _____ Relationship to applicant _____ Birthdate _____

PREFERRED LOCATION:

1. _____

2. _____

3. _____

REASONS FOR TRANSFER:

From: _____ bedrooms to _____ bedrooms.

I have read and understand the conditions of transfer as detailed on the reverse side of this form.

Signature

Date

www.vpch.com

DEAR RESIDENT,

Upon acceptance of your application for transfer, your name will be placed on a wait list according to the date received. When your name reaches the top of this list you will be contacted to confirm eligibility.

In order for you to be eligible for a transfer, once your name comes to the top of the list, the following conditions must be met:

1. You must have lived at your current address for 12 months.
2. Your residence must be inspected by the Property Manager or designate. Any required repairs beyond normal wear and tear will be charged to you. Prepayment of estimated repairs must be made prior to approval of transfer.
3. Any arrears that you owe must be paid.
4. You have had no late payments within the past 6 months.
5. Verified complaint(s) have not been registered against you for disturbing neighbours or harassing staff.
6. Your accounts with the public utilities are current.

Once you qualify in regard to the previous 6 items:

1. Last Month's Rent for the new residence must be paid before keys will be issued.
2. A Transfer Fee equal to 30% of your current rent must be paid before keys will be issued.
3. You must clean the unit, including appliances prior to transfer.
4. You will have 24 hours to decide whether to accept the unit offered.
5. If you refuse three offered units, your name will be removed from the Transfer Wait List.

Victoria Park Community Homes will ensure that the future unit meets our maintenance and safety standards. We may paint the unit, do minor patching, or make decorative changes to the unit.

If you disagree with the Property Manager's decision to refuse a transfer or the transfer category applied, you may request an appeal of the decision. Any such appeal must be submitted, in writing, within 10 calendar days after the receipt of notice regarding the transfer, and must detail the reason why the decision should be re-considered.

**PLEASE NOTE: THIS IS NOT AN APPROVAL OF YOUR REQUEST
YOUR NAME WILL BE ADDED TO THE TRANSFER WAIT LIST**
