



**HOUSING TRANSFER REQUEST FORM**

**NOTE:** Transfer Requests based on reasons of personal preference do not qualify for priority status. Unit transfer conditions listed on the back of this form applies.

Name _____	Date _____
Address _____	Unit # _____
City / Town _____	Postal Code _____
Home Phone # _____	Alternate Phone # _____
Cell Phone # _____	E-mail Address _____

**HOUSEHOLD COMPOSITION**

List all household members		Student Status		Gender		Date of Birth
Last Name	First Name	Y	N	M	F	(MM/DD/YY)

**TRANSFER REQUEST REASONS:**

Are you requesting a transfer in order to leave an abusive relationship?  
 (Additional documentation is required. Please the back of this form)  Yes  No

Are you requesting a transfer due to Medical reasons?  
 (Additional documentation is required. Please see the back of this form)  Yes  No

Do you require a larger unit due to the addition of a child or a medical need?  
 (Certain criteria applies. Please see the definition on the back of this form)  Yes  No

Is your transfer due to a personal preference to relocate?  
 (Not eligible for priority status)  Yes  No

Pursuant to the Provincial/Municipal Freedom of Information and Protection of Privacy Act, I give my consent and authorization to the Algoma District Services Administration Board (ADSAB) to make inquiries to verify the information given on this form and I authorize any person, corporation or any social agency having knowledge of any such required information to release the information to the ADSAB , Housing Department.

\_\_\_\_\_  
 Tenant Signature

\_\_\_\_\_  
 Date (MM/DD/YYYY)

\_\_\_\_\_  
 Tenant Signature

\_\_\_\_\_  
 Date (MM/DD/YYYY)



## INTERNAL TRANSFER INFORMATION

We may inspect your unit before processing your request. You will be required to pay the cost of any damages (over and above regular wear and tear) in full before you are approved for a transfer.

The following criteria is applied to unit transfer requests:

- Tenant must have lived in their current accommodation for 12 (twelve) consecutive months
- Tenant must not have any arrears at the time of application or at the time of offer
- Tenant must not have received more than 2 (two) previous transfers
- Unit inspection may be required

**ABUSE/TRAFFICKING** Transfer requests due to domestic violence or human trafficking may be given special consideration if their personal safety or the safety of another household member is at risk because of abuse by someone with whom they live with. Priority may be given in order to help the applicant separate from the abuser. The *Request for Domestic Violence/Human Trafficking Form* is required along with this Internal Transfer Request Form. Unit inspection may not be required, however tenant may be responsible for any damages to the unit.

**MEDICAL** Consideration may be given to an applicant that has physical limitations and their health is significantly compromised because of the unit type they currently occupy. The *Request for Medical Priority Status Form* is required along with this Internal Transfer Application. Special consideration may also be given to tenants with special hardships and/or in situations of extreme risk and where relocation would reduce the risk and/or hardship. Individual circumstances must be approved, additional documentation will be required.

**OVERHOUSED** Tenants currently occupying a unit that has more bedrooms than their household composition allows for. Unit inspection may not be required; however, tenants will be responsible for any damages to their unit.

**UNDERHOUSED** Tenants currently occupying a unit that does not have enough bedrooms for their household composition or their household medical needs.

<b>Office Use Only</b>	
Type of Transfer	<input type="checkbox"/> Domestic Violence/Human Trafficking <input type="checkbox"/> Medical <input type="checkbox"/> Overhoused <input type="checkbox"/> Underhoused <input type="checkbox"/> Personal Preference (no priority applied)
<b>Transfer</b>	
<input type="checkbox"/> Unit inspection required	<input type="checkbox"/> Arrears at time of request \$ _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied      Date (MM/DD/YYYY) _____ By _____
Additional Comments	



**Program/Property Selection**

I wish to apply for the Algoma Housing Subsidy (Do not complete the Property Selection) and/or;

I wish to apply for a subsidized/market rent unit (Complete the Property Selection)

The ADSAB Housing Services Waitlist is a chronological waitlist. We maintain the waitlist in compliance with the Housing Services Act, 2011 and our local rules and standards. Your place on the ADSAB wait list depends on the date that we receive your application including all required documents.

Households only receive **one** offer of subsidized or market housing. Therefore, it is very important that you only select the sites where you would accept an offer. However, you can apply for both types of support. If you refuse an offer of the AHS, you will remain on the list for the housing selected below.

**Affordability:**

Subsidized = Rent is geared to your income

Market = No Subsidy, Market Rent is charged

Affordable = Rent is 75% of the average market rent for the area

\*\*\*\*\*Please ONLY select site(s) you would accept an offer for\*\*\*\*\*

BLIND RIVER					
PROJECT	AGE REQ	Bdrm	Provider	Affordability	Select
10 Hudson St. Apts.	50+	1	ADSAB	Subsidized & Market	
12 Hudson St. Apts.	60+	1	ADSAB	Subsidized & Market	
16 Michigan St. Apts.	50+	1	ADSAB	Subsidized & Market	
176 Youngfox Rd. Apts.	Family	2	ADSAB	Subsidized & Market	
Youngfox Rd. Homes	Family	3, 4, 5	ADSAB	Subsidized & Market	
Labbe Ave. Homes	Family	2, 3	ADSAB	Subsidized & Market	
Laborne Ave. Homes	Family	3, 4	ADSAB	Subsidized & Market	
Patricia Ave. Homes	Family	2	ADSAB	Subsidized & Market	
Hiawatha St. Homes	Family	3	ADSAB	Subsidized & Market	
Indiana Ave. Homes	Family	4, 5	ADSAB	Subsidized & Market	

ELLIOT LAKE					
PROJECT	AGE REQ	Bdrm	Provider	Affordability	Select
70 Hillside Dr. Apts.	50+	1	ADSAB	Subsidized & Market	
80 Hillside Dr. Apts.	50+	1	ADSAB	Subsidized & Market	
19 Beckett Blvd. Apts.	Family	1, 2	ADSAB	Subsidized & Market	
35 Beckett Blvd. Apts.	Family	1, 2	ADSAB	Subsidized & Market	
4 Pine Rd.	Family	1, 2, 3	Private	Subsidized	
40 Beckett Blvd.	Family	3	ADSAB	Affordable	
20 Pearson Dr.	Family	3	ADSAB	Affordable	
7 Laprairie Cres.	Family	3	ADSAB	Affordable	
8 Laprairie Cres.	Family	3	ADSAB	Affordable	
9 Laprairie Cres.	Family	3	ADSAB	Affordable	



20 Farrell Cres.	Family	3	ADSAB	Affordable	
118 Esten Dr.	Family	3	ADSAB	Affordable	
102 Taylor Blvd.	Family	3	ADSAB	Affordable	
43 Taylor Blvd.	Family	3	ADSAB	Affordable	
46 Capillo Rd.	Family	3	ADSAB	Affordable	

SPANISH					
PROJECT	AGE REQ	Bdrm	Provider	Affordability	Select
25 Hamilton Ave Apts.	50+	1	ADSAB	Subsidized & Market	

IRON BRIDGE					
PROJECT	AGE REQ	Bdrm	Provider	Affordability	Select
2 Riverview Dr Apts.	50+	1	ADSAB	Subsidized & Market	

THESSALON					
PROJECT	AGE REQ	Bdrm	Provider	Affordability	Select
42 Algoma Ave Apts.	65+	1	ADSAB	Subsidized & Market	
45 Algoma Ave Apts.	50+	1	ADSAB	Subsidized & Market	
Walker St. Homes	Family	2, 3, 4	ADSAB	Subsidized & Market	
135 Dawson Street	50+	1, 2	ADSAB	Affordable	

BRUCE MINES					
PROJECT	AGE REQ	Bdrm	Provider	Affordability	Select
5 Robinson Dr Apts.	50+	1	ADSAB	Subsidized & Market	

ECHO BAY					
PROJECT	AGE REQ	Bdrm	Provider	Affordability	Select
141A Church St Apts.	50+	1, 2	ADSAB	Affordable	
141B Church St Apts.	50+	1, 2	ADSAB	Affordable & Market	

HILTON BEACH					
PROJECT	AGE REQ	Bdrm	Provider	Affordability	Select
3129 South St. Apts.	50+	1	ADSAB	Subsidized & Market	

RICHARDS LANDING					
PROJECT	AGE REQ	Bdrm	Provider	Affordability	Select
1207A Catherine St Apts.	65+	1, 2	Non-Profit	Subsidized & Market	
1207B Catherine St Apts.	50+	1, 2	ADSAB	Affordable & Market	



WAWA					
PROJECT	AGE REQ	Bdrm	Provider	Affordability	Select
35 Algoma St. Apts.	50+	1	ADSAB	Subsidized & Market	
37 Algoma St. Apts.	60+	1,2	ADSAB	Affordable & Market	
40 Hillcrest Hts. Homes	Family	1, 2, 3, 4	ADSAB	Subsidized & Market	
Spruce St. Homes	Family	2, 3, 5	ADSAB	Subsidized & Market	
Superior Ave. Homes	Family	4	ADSAB	Subsidized & Market	

DUBREUILVILLE					
PROJECT	AGE REQ	Bdrm	Provider	Affordability	Select
5 rue Ste-Cecile Apts.	50+	1, 2	ADSAB	Affordable	

WHITE RIVER					
PROJECT	AGE REQ	Bdrm	Provider	Affordability	Select
50 Durham St Apts.	60+	1, 2	Non Profit	Subsidized & Market	

Return this completed form and supporting documentation to the:  
Attention of Housing Services - Waitlist  
**MAIL:** Algoma District Services Administration Board (ADSAB)  
2 Elizabeth Walk, Elliot Lake, ON, P5A 1Z3  
**IN PERSON:** Any ADSAB Office  
**FAX:** 705-842-3747