

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 see 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 request due to being overhoused?

☐ Yes☐ No

Is your transfer request due to a personal preference to relocate?
(Not eligible for priority status. Applicants residing in an ADSAB unit on the waitlist will only be offered a unit if there is no one else on the waitlist)

☐ 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 be facing eviction;
- Tenant must not have received 1 (one) previous transfer;
- 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.

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

Internal transfers are for Rent Geared to Income units only.
(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. Internal transfer request with an approved priority places you ahead of the chronological waitlist.

Households only receive **one** offer of subsidized housing. Therefore, it is very important that you only select the sites where you would accept an offer. If you refuse an offer your transfer priority will be removed and you will remain on the waitlist in chronological order.

Affordability:
Subsidized = Rent is geared to your income

*****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	

SPANISH					
PROJECT	AGE REQ	Bdrm	Provider	Affordability	Select
25 Hamilton Ave Apts.	50+	1	ADSAB	Subsidized & Market	
Stolar/Garnier Homes	Family	3,4	ADSAB	Subsidized & Market	

IRON BRIDGE					
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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	

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

WAWA					
PROJECT	AGE REQ	Bdrm	Provider	Affordability	Select
35 Algoma St. Apts.	50+	1	ADSAB	Subsidized & 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	

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