



Other Requirements

Transfer requests may be rejected if any of the following applies to you:

- Your household owes money to OCH
- Your household is under threat of eviction

Exceptions to this rule are made for Special Priority applicants. Contact your Tenant and Community Worker (TCW) for details.



How do I Apply?

To apply for a transfer on the OCH Internal Transfer list, fill out the "Transfer Request Form." This form is available at your Tenant Service Office. Please call your OCH Tenant and Community Worker (TCW) for more information.



Don't fit in any of the categories?

If you don't think you fall under any of the categories listed in this brochure talk to your Tenant and Community Worker (TCW) about your options. Generally, you would have to apply for a transfer at The Social Housing Registry of Ottawa (the Registry) at:

2197 Riverside Drive, 5th floor
 Ottawa, K1H 1A9
 613-526-2088 (tel)
 613-526-4688 (fax)
www.housingregistry.ca



Transfer Policy



Who qualifies to be on the OCH Internal Transfer list?



How do I apply to be on the Internal Transfer list?



Where do I apply to be on The Social Housing Registry of Ottawa transfer list?

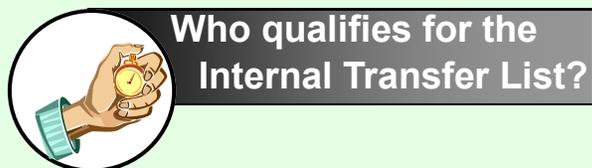


OCH TENANT SERVICE CENTRES

Central	613-564-1235
East	613-789-4305
South	613-249-0458
West Caldwell.....	613-729-3136
West Ramsey.....	613-738-2287

For one reason or another, sometimes you find that the Rent Geared to Income (RGI) unit you're renting is just not suitable for you or your household. Luckily, in some circumstances you can request a transfer to another RGI unit.

Under the Housing Services Act, OCH must place tenants who are eligible for a transfer to an RGI unit on an Internal Transfer List. When a unit becomes available, OCH makes an offer to its existing tenants who are on the Internal Transfer List. There are specific requirements for an OCH tenant to be placed on this list.



Who qualifies for the Internal Transfer List?

OCH currently has seven categories under the Internal Transfer List.

1. Special Priority

If you or a household member has been the victim of abuse by someone in the same household, you could qualify under this category. You can pick up a Special Priority Transfer Application form at your OCH Tenant Service Centre. Submit the completed form and a record of abuse to the Social Housing Registry

of Ottawa (the Registry) at 2197 Riverside Drive, 5th floor.

The Registry will tell OCH whether you qualify for a special priority transfer. If you qualify, OCH will add your name to the internal transfer list.

2. Overhoused

There is a maximum number of bedrooms each household qualifies for within a unit. If a household is "overhoused," it means they have more bedrooms in their unit than they qualify for.

3. Wheelchair Accessible Units

If you or a member of the household uses a wheelchair, you can be on the Internal Transfer List. You can be on this list whether you are moving into your first wheelchair-accessible unit, or would like to move from one wheelchair-accessible unit to another.

4. Underhoused by 2 bedrooms or more

Just as each household qualifies for a maximum number of bedrooms in a unit, they are also entitled to a minimum number of bedrooms. If your unit has 2 bedrooms less than the minimum you

qualify for, after considering the gender and number of household members, you can be on the Internal Transfer List.

5. Seniors in non-seniors buildings transferring to Seniors Buildings

If you are 60 years old or older, you can qualify under this category.

6. Non Senior Tenants or Households in Seniors Communities

Any non-senior tenant or household that wants to move out of a senior's community will be placed on the Internal Transfer List. If you're a senior and you add a non-senior to your household, OCH will recommend transferring out of the senior's community.

7. Appeals Committee

The OCH Appeals Committee deals with exceptional transfer requests. Any tenant household that does not fall into categories 1-6 listed in this brochure but whose situation might require special considerations, may request to have their case heard by the OCH Appeals Committee.