

Wellington Square Co-operative Homes Inc

Co-operatively owned and operated by the members who live here

Policy No. 13. Internal Moves Policy

An internal move should always be considered a privilege, not a right, of membership. All requests for internal moves must be in writing and addressed to the Board of Directors for their approval.

Therefore, the following rules and priorities are established:

13.1. Members will have priority over new applicants for a different unit provided that they:

13.1.1. Have an excellent membership record (member in good standing); and

13.1.2. Have one year in residence before applying; and

13.1.3. Adhere to the over-housing policy; and either:

- i Have a change in family size which necessitates a move to a larger or small unit; or
- ii Have a change in family finances which makes a move to a larger unit possible or a smaller unit necessary; or
- iii Have a change in physical health which requires a move to a special needs unit, providing they meet the 'Special Needs Criteria'.

13.1.4. If two or more members desire the same unit, priority shall be given to the member(s) demonstrating the greatest need.

13.1.5. All other factors being equal, priority should be given to the member(s) who has made a significant contribution to the operation of the Co-op.

13.2. Prior to the internal move being granted, the unit of the member requesting the move must be inspected and reported in satisfactory condition.

13.3. Members will be required to pay a \$50.00 administration fee if their request is granted and upon allocation of the unit the new Occupancy Agreement must be signed.

13.4. There must be no unit vacancy loss. Any loss due to vacancy caused by the member requesting the internal move will be borne by that member.

13.5. Any additional costs incurred due to the internal move will be borne by the member.

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13.6. If the unit requested is found to be in satisfactory mechanical and sanitary condition, as per standards approved by the members from time to time, the approved member will move in. Painting and/or redecorating will be their responsibility.

13.7. Any deviation from this policy must have prior Board approval.

This policy adopted by the Membership on January 31st 1995

This policy adopted by the Membership on May 25th 2011