

PRIORITY TRANSFERS

Permanent and extreme circumstances are used to determine the eligibility of priority transfers for tenants. Such circumstances include:

- Access to Paid Employment
- Death of a Household Member
- Physical disability of a Household member
- Continued Rental Affordability
- Domestic Violence

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OFFICE HOURS:

Monday	8:30am – 5:00pm
Tuesday	8:30am – 5:00pm
Wednesday	8:30am – 5:00pm
Thursday	8:30am – 5:00pm
Friday	8:30am – 5:00pm
Saturday	Closed
Sunday	Closed

*Closed Public Holidays

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TRANSFERS

Information



CONSIDERED TRANSFER CRITERIA

Before a transfer is approved, the following is taken into account:

- Rental history with BHC
- Affordability of rent, based on household income

Your Housing Manager will assess the above criteria, based on information supplied in your application. Approval is then sought from BHC to have you added to the transfer list. You will be notified when placed on this list.

The only exceptions to this criteria are boarding room tenants, who are considered for transfer to independent accommodation for non-extreme reasons.



APPLYING FOR A TRANSFER

An application should be submitted in writing to BHC, outlining your reasons for a transfer.

The following documentation will be required with such request:

Employment

- notification of employment, location of employment

Death or Physical Disability of a Member of Your Household

- notification of death, doctors certificate that clarifies disability and mobility issues

Continued Rental Affordability

- demonstration that the household can afford the rent on the proposed transfer property.

Domestic Violence

- police reports, domestic violence orders

ONCE APPLICATION IS RECEIVED

BHC will notify you in writing on whether your application has been accepted. Your Housing Manager will keep you informed of progress. Before any transfer offers are made, you will be invited to an interview to determine the suitability of your household for the available property.

WITHDRAWAL OF TRANSFER

BHC has the right to withdraw a tenant from the transfer list if:

- **False or misleading information has been given to BHC**
- **Your household fails to meet obligations in your current tenancy**
- **Your circumstances have changed since lodging the application**
- **You declined a priority transfer without a legitimate reason**
- **You are a boarding room tenant and declined suitable property offers without a legitimate reason**