

LANARK COUNTY | SOCIAL SERVICES

99 Christie Lake Rd, Perth, ON K7H 3C6

Phone: 613-267-4200 ext 2407 Fax: 613-267-3620

Email: housingapplications@lanarkcounty.ca

Transfer Request Form

\$250 fee payable at the time of offer

Tenant Name #1:

Tenant Name #2:

Current Address:

Number of bedrooms in current unit:

Move in Date:

Phone Number:

Other Household Members

Date of Birth

Gender

Reason For Transfer

SPP Over Housed Medical/Safety Under Housed Chronological

Have you been transferred before? Yes No

Do you require a ground floor unit? Yes No

If yes, please provide a doctor's note or medical form with explanation of requirement.

Do you have accessibility requirements: Yes No

If yes, please explain:

Reason for transfer request:

Tenant #1 Signature:

Date:

Tenant #2 Signature:

Date:

Eligibility Criteria

1. Continue to remain eligible for subsidized housing according to the Housing Services Act (HSA) and LCHC policy.
2. Continue to have the ability to live independently with/without supports.
3. Have continued satisfactory tenancy history with LCHC.
4. Have maintained a good rental payment history and have no current rental arrears. If a repayment agreement is in place, the tenant must be in good standing, meaning that payments are being made according to the agreement.
5. Have no outstanding maintenance or service charges.
6. Have no serious unresolved complaints from other tenants or staff on record.
7. Agree to a unit inspection at the time of acceptance and prior to the time of offer, and such inspection reveals no signs of willful damage, pest infestation, or neglect of the unit.
8. Must have lived in the unit a minimum of one (1) year.
9. Leave the unit in clean and proper condition, as the unit was given to you.
10. Fully paid the \$250.00 transfer fee. Special Priority and Over Housed applicants are exempt from this fee, others at the discretion of the director.
11. LCHC reserves the right to limit a transfer(s) at any given time if the human or financial resources required to accommodate a transfer(s) will cause the organization (LCHC) hardship.
12. Ability to understand obligations of lease and pay rent on time. Any support services required must be arranged by the tenant prior to approval of the transfer.

FOR OFFICE USE ONLY

Transfer Committee Meeting Date

Approved Yes No

Notes:

No Smoking: all housing units that are owned by Lanark County Housing Corporation are going smoke free. Please note that some buildings are still transitioning, and buildings may not be 100% smoke free.

Housing Selections

ALMONTE

176 Robert St (bachelor, 1 bedroom)

Victoria/St James (2, 3 bedroom)

CARLETON PLACE

126 Sussex St (1, 2 bedroom)

252 Moffatt St (1 bedroom)

171 Munro St (bachelor, 1 bedroom)

112 - 143 Caldwell St (3, 4 bedroom)

144 - 180 Caldwell St (2, 3 bedroom)

179 Caldwell St (1, 2, 3 bedroom)

7 Arthur St (1, 2 bedroom)

PERTH

77 Harvey St (1 bedroom)

75 Harvey St (1 bedroom)

16 Herriott St (1 bedroom)

Beckwith/Robinson St (2, 3, 4 bedroom)

10 Welland St (3 bedroom)

4 Railway St (3 bedroom)

SMITHS FALLS

46 Bell Ave (1, 2 bedroom)

195 Carss Ave (1 bedroom)

30 McGill St S (1 bedroom)

24 Bourke St (1, 2 bedroom)

Sussex/Empress (2, 3, 4, 5 bedroom)

3 Anne/9 Lanark (3 bedroom)

68 Broadview St (3 bedroom)

72 Thurber St (3 bedroom)

Jasper/Beech/Carss (2, 3 bedroom)

Parkland Court (1, 2, 3 bedroom)

188 Chambers St (bachelor, 1 bedroom)