

## Internal Transfer Checklist

Name: \_\_\_\_\_ Provider: \_\_\_\_\_

Unit: \_\_\_\_\_ Move-in Date: \_\_\_\_\_

### **STAGE 1 – Acceptance of Transfer**

- Receive back - signed Offer to Transfer / 48-hour Notice Pkg
- Create Internal Transfer entry in NV2 and populate utilities for new unit size
- Update any changes to the “market rate”
- Update any changes to “additional charges”
- Update any changes to “member deposit”
- Update any changes to “income”
- Pull Calculation Summary:
  - note transfer fee (if applicable)
  - note change in MD (increase, decrease, staying the same?)
- Have Calculation Summary double checked and initialed
- Give copy of Calculation Summary to Finance (copy for HH file)
- Inform Finance - Tenant Pay (if applicable)

### **STAGE 2 – Internal Transfer Documents**

- Send Transfer Letter (copied on coloured paper for the file)
- Send Transfer Package (see reverse for inclusions)

### **STAGE 3 – Update HH File (complete 1 week prior to transfer date)**

- Update Transfer Notes and save in Custom Analysis
- Print Transfer Notes and include with the Transfer package
- Remove HH from Internal Wait List
- Write the Transfer date on front of HH file (red ink)
- Change unit number on HH file
- Change unit number under “address” in NV2
- Place HH file in filing cabinet, under **new unit**

### **STAGE 4 – Get from PM:**

- Signed Transfer Package (including OA / Co-ops)
- Signed Transfer Package (including Lease / Non-Profits)
- As well as:**
  - Fire Safety Acknowledgment Form (PM has on site)
  - Unit Inspection Form (PM has on site)
  - Key Allocation Sheet (if applicable)

### **STAGE 5 – Final**

- Fasten all documents in HH file

- Get completed file approved by Supervisor

**Standard Transfer Package includes: (Co-ops)**

- Transfer Package Cover Page
- Occupancy Agreement (*The OA is the 2<sup>nd</sup> page of the signed Transfer Pkg.*)
- Appendix A – Member Charges
- Appendix B – HH Members
- Appendix C – Housing Charge Subsidy Terms
- *Appendix D – Special Needs Unit Terms (if applicable)*
- Acknowledgement of Member Rights and Responsibilities
- Mold / Mildew Occupancy / Lease Agreement Addendum
- Tenant Pay / E-transfer information
- Multiple Sign off Sheet
- Cost of Maintenance Charges
- Maintenance – Who is Responsible

**Standard Transfer Package includes: (Non-Profits)**

- Transfer Package Cover Page
- Tenant Pay / E-transfer information
- Mold / Mildew Lease Addendum
- Cost of Maintenance Charges
- Maintenance – Who is Responsible
- LTB Form
- Lease Agreement

**Staple Transfer Package once signed and complete.**