



REQUEST FOR INTERNAL TRANSFER

The Kingston & Frontenac Housing Corporation’s Internal Transfer Policy applies to tenants who want to move from one unit to another. One (1) out of every ten (10) vacancies goes to an Internal Transfer Request (for example if your name is 2nd on the Internal Transfer List, KFHC needs to receive 20 vacancies in order for you to be considered for a transfer). ***If a tenant on the Internal Transfer List refuses one offer of a vacant unit their name(s) will be removed from the Internal Transfer List and they are ineligible to apply for another transfer on the same grounds for one year, however this does not apply to overhoused or underhoused tenants.***

To qualify for an Internal Transfer with the Kingston & Frontenac Housing Corporation you must have:

- Established a **one (1) year** residency with Kingston & Frontenac Housing Corporation;
- Have had no rental arrears for the past six months and no history of damage to the unit;
- No record or reports of disturbing neighbors or harassing staff.

Tenant name(s): _____

Your current address: _____

Your current phone number: _____ Alternate phone number: _____

Email address: _____ Cell phone number: _____

Have you been a tenant with Kingston & Frontenac Housing Corporation for at least one (1) year?

Yes No

Move-In Date: _____

2. Please list all of the people who are living with you, **starting with yourself**:

Name	Relationship to applicant	Date of Birth (month/day/yr)	Female or Male	Sources of Income	Amount per month

3. Do you, or any member of your household, require any special housing modification? Yes No

If yes, please give details regarding what unit modifications are required (ie: widened doorways, wheelchair accessibility, roll-in shower, lowered countertops, etc.) _____

4. Please provide details on why you are requesting this transfer: (You may be required to provide additional information and/or documentation regarding custody arrangements depending on your circumstances). If you are expecting another child, please provide documentation from a Health Care Professional.

5. Please mark where you prefer to live. Housing preferences are limited by eligibility requirements. If you **do not** mark any preference, your name will be added to **all lists** for which you are qualified under local occupancy standards and eligibility requirements. **Please indicate your interest in specific project addresses on the checklist on back page.**

*** Indicates Private Sector – known as - Rent Supplement Units**

Address City Central			Address City North			Address Rural	
Location	# of bedrooms	# Modified Apt.'s	Location	# of bedroom	# Modified Apt.'s	Location	# of bedrooms
205 Bagot Street 381 Bagot Street	1 1	205 = 4 381 = 5	80 Daly Street	3, 4, & 5	0	Verona, 6094 Carlton Dr. Hwy #38 South Frontenac Portland Township	1 no modified apartments (no elevator)
Curtis Crescent	3, 4, & 5	0	1130 Montreal Street (no elevators at the two 1130 apartment buildings)	2, 3, & 4	0		
Nickle Drive	3, 4, & 5	0	176 Wilson Street (no elevators)	1	0		
28 Cliff Crescent 36 Cliff Crescent	2, 3, 4, & 5 1	0 0	16, 41, 51, 61, 70, 71, 81, 94, 100, 106, 110 & 140 Compton Street	2, 3, & 4	0		
123 Van Order Drive 125 Van Order Drive 111 Van Order Drive (no elevators)	Bach & 1 1 1	0 0 0	199 Weller Avenue 215 Weller Avenue	2, 3, & 4 2, 3, & 4	0 0	Address West End	# of bedrooms
44 Old Oak Road 62 Old Oak Road	1 * 1 & 2 *	0	190, 200, 210 Wilson Street	2, 3, & 4	0	1020 Pembridge Crescent	2 * (no modified apartments)
180, 200, 204 & 286 Queen Mary Road	1 & 2 *	0	300 Conacher Drive 312 Conacher Drive	1 & 2 3	0 0	810 Castell Road 820 Castell Road (no elevators)	1 * 1 * (no modified apartments)
94 Wright Crescent	1 & 2 *	1	Ford Street	4	0		
90 Curtis Crescent	2 *	0	Drennan Avenue	3 & 4	0		
523 Portsmouth Ave. (Endymion Project) Providence Continuing Care provide supports to tenants of ALL 10 modified apartments	1 & 2 *	10	Barbara Avenue	3 & 4	0		
290 Bath Road	2 *	0	Butler Street	4	0		
300 Regent Street (no elevators)	1 *	0	722 John Counter Blvd. 766 John Counter Blvd.	1 & 2 * 1 & 2 *	2 4		
117 Park Street	1 *	4	47 Village Drive 67 Village Drive	1 & 2 * 1 & 2 *	0 0		
			25 Briceland Street	2 *	0		
			16 Leroy Grant Drive 42 Leroy Grant Drive	1 & 2 * 1 & 2 *	0 0		
			130 The Parkway	1 *	0		
			87, 93 * 107 Compton Street	1 & 2 *	0		

I declare that all information given in this Internal Transfer Request is correct and complete. I agree to provide any supporting material as may be required. I understand and agree that if accommodation is provided to me the unit will be occupied by only myself and the persons listed on this internal transfer request.

Signature(s): _____

Signature (s): _____

Date: _____

Notice with Respect to the Collection of Personal Information

Personal information contained in this form or in attachments is collected by the Kingston & Frontenac Housing Corporation pursuant to the Housing Services Act, 2011, Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c. F31) or the Municipal Freedom of Information and Protection of Privacy Act (R.S.O. 1990 C.m. 56) and will be used to determine eligibility for a transfer to another rent-geared-to-income unit in a housing project operated by Kingston & Frontenac Housing Corporation. Questions about this collection should be directed to: **Kingston & Frontenac Housing Corporation: 119 Van Order Drive – ATTENTION: Applicant/Tenant Support Services, (613) 546-5591 x 123 or 116**