

Form 303 – Internal Transfer Request

Office Use Only	
Date Received:	
Staff Name:	

This form is to be completed and signed by the tenant (leaseholder). Once completed, please submit to your Public Housing Review Officer (PHRO).

! If you are applying for a transfer because of **accommodation-related reasons**, Form 108-Request for Accommodation must be completed and attached. An internal transfer will only be considered if it is deemed the most suitable accommodation for the request.

! If you are applying for a transfer under the **Special Provincial Priority (SPP) category**, Form 103 Special Priority Application must be completed and attached in order to determine eligibility.

Current Household Information

Tenant One

Full Name	
Address	
Date of Birth (mm/dd/yyyy)	
Source of Income	
Phone	
Email	
Move-in Date	

Tenant Two

Full Name	
Date of Birth (mm/dd/yyyy)	
Source of Income	
Relationship to Tenant One	

Dependents Information

First Name	Last Name	Relationship	Date of Birth (mm/dd/yyyy)

Name of household member who is pregnant	Expected due date (mm/dd/yyyy)

Proof of Pregnancy attached? (if applicable) Yes

Please explain the reason for your Transfer Request below:

What is your current Unit Size?

Bachelor	3 Bedroom
1 Bedroom	4 Bedroom
2 Bedroom	5 Bedroom

What would you like to transfer to?

Bachelor	3 Bedroom
1 Bedroom	4 Bedroom
2 Bedroom	5 Bedroom

! You may only select **one** unit size so please make sure it will be appropriate for your longer-term needs.

Building Selections

Stratford

Address	Building Type	Utilities	Bedrooms
60 Cawston St	Two storey, walk up	included	Bachelor, 1 Bed
61 Cawston St	Two storey, walk up	included	1, 2 Bed
62 Cawston St	Two storey, walk up	included	1 Bed
224 Charles St	Two storey, walk up	included	1 Bed

29 Buckingham Drive	Two storey, walk up	included	1 Bed
45 Buckingham Drive	Four storey, elevator	included	1 Bed
Princess Drive	Detached house, two storeys	tenant pays all	2, 3, 4 Bed
Glastonbury Drive	Detached house, two storeys	tenant pays all	2, 3, 4 Bed
Warwick Road	Detached house, Bungalow	tenant pays all	2, 3 Bed
Arthur Street	Detached house, Bungalow	tenant pays all	2, 3 Bed
Canterbury Avenue	Detached house, two storeys	tenant pays all	2, 3, 4 Bed
Willow Street	Detached house, two storeys	tenant pays all	4, 5 Bed
Wilson Court	Semi-detached, two storeys	tenant pays hydro	3, 4, 5 Bed
Maple Avenue	Semi-detached, two storeys	tenant pays hydro	3, 4, 5 Bed
Graham Crescent	Semi-detached, two storeys	tenant pays hydro	3, 4, 5 Bed
Home Street	Semi-detached, two storeys	tenant pays hydro	3, 4, 5 Bed
438-494 Vincent Street	Townhouse, two storey	tenant pays hydro	2, 3, 4, 5 Bed
1-37 Franklin Drive	Townhouse, two storey	tenant pays hydro	2, 3 Bed

Listowel

Address	Building Type	Utilities	Bedrooms
170 Queen Street E	Two storey, walk up	included	1 Bed
180 Queen Street E	Single Floor	included	Bachelor, 1 Bed
190 Queen Street E	Single Floor	included	1 Bed
645 Derry Street E	Two storey, walk up	included	1 Bed
905-945 Davidson Ave	Semi-detached, two storey	tenant pays hydro	3, 4 Bed

Mitchell

Address	Building Type	Utilities	Bedrooms
173 St. David St	Two storey, walk up	included	1 Bed
175 St. David St	Two storey split level with stairs <i>No ground floor</i>	included	Bachelor, 1 Bed
180 Wellington Street	Two storey, walk up	included	1 Bed
Kent Street	Semi-detached, two storey	tenant pays hydro	3, 4 Bed
Arthur Street	Semi-detached, two storey	tenant pays hydro	3, 4 Bed

Atwood

Address	Building Type	Utilities	Bedrooms
185 Ellen Street	Single floor	included	1 Bed

Milverton

Address	Building Type	Utilities	Bedrooms
14 Mill Street W	Single floor	included	1 Bed
9 Fulton Street	Two storey split level with stairs <i>No ground floor</i>	included	Bachelor, 1 Bed

St Marys

Address	Building Type	Utilities	Bedrooms
270 Queen Street W	Four storey, elevator	included	1 Bed
329 Jones Street W	Two storey, walk up	included	Modified, 1 Bed

If approved, I understand and agree that

- I must pay the transfer fee of \$250.00 in full before becoming eligible to receive an offer;
- I may be required to have a unit inspection completed on my current unit;
- I must continue to meet the eligibility requirements needed to stay on the Internal Transfer List;
- I am able and willing to move into the buildings I have selected;
- I must be easily contactable as I will only have a couple of days to respond to an offer and understand that no response by the deadline is considered a refusal
- If I do not accept the offer to transfer, I will be removed from the Internal Transfer List and my fee will be refunded;
- If I accept an offer, I am prepared to move quickly (often less than a month's notice) and to return the keys to my previous unit by the next business day.

I have read or had read to me and understand the terms set out above.

Tenant One Signature:

Date:

Tenant Two Signature:

Date:

The personal information collected on this form is collected by The Corporation of the City of Stratford under the authority of the Housing Services Act, 2011 and will be used by Social Services staff for the purpose of reviewing the application and other administrative purposes. Questions regarding the collection and use of this information may be made to the City Clerk, P.O. Box 818, Stratford, ON, N5A 6W1 or by telephone 519-271-0250 extension 5329 during business hours.

If you require this document in an alternate format, please contact the Clerk's office at 519-271-0250 extension 5237 or clerks@stratford.ca.